

Permanent Vehicular Crossing

Contractor Process & Flow



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Customer Application

The PVX process begins with the customer who requires the construction of the PVX.

Before an application can be submitted to the Council the Customer must check their site against the minimum qualifying criteria.

They must also check whether planning permission is required. If so, planning permission must be obtained in advance of submitting an application for PVX consent.

Site Assessment & Consultation

When an application is submitted to the Council we will check the validity of the application and undertake internal consultations and basic statutory enquiries.

A site visit will then be arranged to assess the submitted information against criteria and consultation responses.

Decision Notice

The Council will notify the Customer of the outcome by sending a Decision Notice.

If consent is refused the process comes to an end.

If consent is granted the Customer is sent:

- a Decision Notice confirming consent has been granted and any conditions the approval is subject to
- a copy of the approved plan
- a Customer Satisfaction Survey for them to complete at the end of the process.

The customer is also sent a Contractor Pack to be given to the Contractor appointed to undertake the works, the pack contains:

- a copy of the Decision Notice
- a copy of the approved plan
- the basic utility information

The customer will be directed to our website for the up to date list of Approved Contractors.

The Decision Notice is valid for a period of 12 months. If the PVX build is not completed within the 12 month period then a new Application must be submitted by the Customer.

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Contractor Appointment (by Customer)

Following receipt of a Decision Notice granting consent, the Customer is now in a position to request quotations from the Approved Contractors.

There may be occasions when customers request an estimated cost from you prior to submitting an application to the council. In this instance it will be for you to decide whether to provide an estimate in the absence of a Decision Notice and any associated conditions.

You should acknowledge a Customer enquiry within 2 working days of receipt and within 10 working days have arranged a time convenient with the Customer for a Site visit.

At the site visit it is your responsibility to confirm that the Customer has a valid decision notice and to inform any quotation given to the customer to make note of:

- the approved plan
- any conditions attached to consent
- any tree Root Protection Area (RPA)
- the basic utility information
- any temporary traffic management requirements

It is also your responsibility to liaise and coordinate all necessary works with the Public Utility companies.

Written quotations must be provided to the customer within 10 working days of a site visit. If there are any Terms and Conditions you need the Customer to agree to these should be made clear within the written quotation. The Customer terms and conditions should be reasonable and fair.

Having reviewed all quotations received the customer will pass the Contractor Pack to their chosen Contractor.

Alternatively, the customer may decide not to appoint a Contractor, calling a halt to any PVX construction.

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The Construction

After agreeing a start date with the Customer you must obtain a Standard Permit to Work before any works can be started.

PTWs are issued in accordance with the East of England Permit Scheme, please see: [East of England Permit Scheme](#)

Standard Permit to Work requests should be emailed to highwaysinspections@southend.gov.uk quoting 'PVX - Permit to Work request (application reference number)' in the subject field and detailing the start and stop dates required in the body of the email.

Email request must be received with a minimum of 10 working days' notice prior to the desired start date.

A PTW must be requested and granted prior to the expiry date of the Customer's Decision Notice.

The standard PTW fee of will apply. Please see: [Permit Fees](#)

Fees must be paid to Southend on Sea Borough Council on a monthly basis following invoice notification to you.

The Highways Officer will liaise with the Streetworks Coordination team to approve the PTW and when approved, you will be issued with the PTW.

The Highways Officer will also arrange with you a suitable date to undertake the Level A inspection.

You are then in a position to start construction in accordance with:

- a valid decision notice i.e. in date
- the approved plan
- the conditions included within the decision notice
- the construction specifications
- any RPA requirements, using appropriate construction methods to protect as per BS: 5837:2012 recommendations
- any public utility requirements
- any temporary traffic management requirements
- a valid PTW
- the approved working hours
- the New Roads and Street Works Act 1991 (Chapter 8)

In the instance where we are unable to supply to you a map of any CCTV cabling, we will relieve you from liability if cabling is damaged during construction.

If CCTV cabling is exposed during construction the you must contact the Highways Officer immediately to arrange a site inspection to advise how to proceed.

In the rare occasion any utility apparatus is found that cannot be protected, resulting in the PVX construction being aborted, you are responsible for re-instating the highway to it's original condition.

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You must also email the Highways Officer at highwaysinspections@southend.gov.uk informing them of the reasons why the build was aborted.

In this instance, as you have undertaken partial works on behalf of the customer but the customer has been left without a PVX, it would be for the customer and you to negotiate what appropriate payment should be made. *This possible outcome must be brought to the attention of the Customer at quotation stage.*

Should any road lines be affected during construction of a PVX you will be responsible for re-instating.

If a date for the Level A inspection has not previously been agreed you are required to request one by email to highwaysinspections@southend.gov.uk quoting the following 'PVX – Level A Inspection Request (application reference number)' in the subject field.

If the inspection is 'failed' you will be informed, both verbally, and in writing, of the required remedial works that must be undertaken by you to continue with the construction.

If the remedial works cannot be completed within the timescales of the original PTW, you are required to request variation to the existing PTW by email to highwaysinspections@southend.gov.uk quoting 'PVX - Permit to Work variation request (application reference number)' in the subject field.

When the construction of the PVX is complete you are required to email the Highways Officer to arrange a final inspection to highwaysinspections@southend.gov.uk quoting 'PVX - Final Inspection request (application reference number)' in the subject field. Requests for a final inspection must be made with 24 hours notice.

If the Highways Officer fails the final inspection you will be informed both verbally, and in writing, of the required remedial works that must be undertaken to complete the construction.

Again you are responsible for any remedial works required. Any remedial works must be completed with a valid PTW. When the remedial works are complete you must email the Highways Officer again to request a repeat inspection to highwaysinspections@southend.gov.uk quoting 'PVX - Final Inspection request (application reference number)' in the subject field. Requests for a final inspection must be made with 24 hours notice.

Completion and Payment

When the final inspection has been passed by the Highways Officer a Certificate of Completion is issued to the Customer they are also given a copy to be passed to you.

The Customer is responsible for passing the Copy Certificate of Completion to you. This will act as a prompt for you to invoice the Customer. The invoice should be sent to the Customer within 5 working days of receipt of the certificate.

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Transfer of Ownership

Following completion of the construction of the PVX liability for the works remain with you for a period of 2 years. This will be subject to a further quality inspection by the Highways Officer prior to a transfer of ownership to the Council.

To request an inspection for transfer of ownership you must email the Highways Business Support team at Environment-Applications@southend.gov.uk quoting 'PVX - Transfer of Ownership Inspection request (application reference number)' in the subject field.

A notice period of 10 working days is required for Transfer of Ownership inspections.

If the inspection is failed the Contractor will be informed in writing of the reasons. Responsibility for the PVX remains with the Contractor until the crossing has been rectified to meet the required standards for adoption. Failure to rectify within 28 days will result in us arranging for the necessary works to be completed and recovering costs from you.

Although liability for the work remains with the Contractor for a period of 2 years following construction the Customer is responsible for the correct use of the PVX (i.e. domestic PVX used by domestic vehicles only). If, due to incorrect use a repair is required, such costs will be borne by the Customer.

When inspecting the PVX we will use the following guidance to ensure a consistent and fair approach. A risk rating score will be calculated for each of the following elements:

- carriageway
- ramp
- footpath
- kerbs/edgings

		Severity of Damage				
		5 Major	4 Moderate	3 Minor	2 Early Signs	1 Non present
Likelihood of Occurrence	5 Already Present	25	20	15	10	5
	4 Likely	20	16	12	8	4
	3 Quite Possible	15	12	9	6	3
	2 Possible	10	8	6	4	2
	1 Highly Unlikely	5	4	3	2	1

Risk Rating = Severity of Damage multiplied by Likelihood of Occurrence within the next 6 months

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Risk Rating Scores

Red (rating 15 to 25) = fail inspection

Amber (rating 8 to 12) = borderline condition Senior Highways Officers decision is to be final

Green (rating 1 to 6) = pass inspection

Examples:

Minor - localised, spalling >5mm, cracks/crazing <0.3mm

Moderate - cracks 0.3mm – 3mm which could be repaired by sealing or pointing, kerb movement <5mm

Major - depressions >40mm in depth, trips >20mm in depth, any vertical defect or crack <5mm which may show evidence of a structural defect (missing or defective mesh)

Damage to the Highway is defined by the Audit Commission as; a defect in the highway which impairs the value or usefulness of the carriageway/footway and provides a safety hazard for road users/pedestrians.

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