



SRWR Guidance Note

Corrections/Updates to Notices on SRWR Works

Introduction

There are many different reasons why the details on a works notice may need to be changed from what was submitted on the first notice that was issued. The SRWR embodies appropriate rules related to how data may be corrected/amended, dependent on the significance of the change being made. Whilst for a few of the most significant changes it is still necessary to send a new Initial Notice with the full notice period, many less significant changes can be implemented using the simpler Error Correction notice.

Initiating a Correction

Corrections to the information on Works notices are initiated via the **Details** tab. Having pressed the "Amend" button, the screen is presented as below, ready to accept the required changes:

The screenshot shows the 'Insight Enterprise - Street Works - Works Reference Details' window. The 'Details' tab is selected. The window contains the following fields and buttons:

- Works Ref:** SW100-S000000000013
- L.A. Ref:** 00736606
- Address:** SAUCHIEHALL STREET, GLASGOW, GLASGOW CITY
- NSG Ref:** 080/02218
- Works Status:** PROPOSED WORKS
- Designations:** T/S, P/S, S/R, E/D, Res, Oth
- C/W:** CARRIAGEWAY TYPE 2 - 2.5 TO 10 MS
- F/W:** OTHER FOOTWAYS
- Description:** Repair to Burst Water Main
- Location:** Outside No. 178
- Post Code:** [Empty]
- Works Type:** STANDARD
- Works Start:** 06/08/2008
- End:** 29/08/2008
- Works Technique:** MACHINE
- Traffic Management Type:** TRAFFIC SIGNALS
- Response Category:** Notice Type Default
- Inspection Units:** 1
- Buttons:** Designations, Co-ordinates, Agreements, Change Street
- Notice Text:** [Empty]
- Project Ref:** [Empty]
- Description:** [Empty]

The "Amend Details" screen, showing the data fields that can be added/amended, and the Designations, Agreements and Change Street buttons

Categorisation of Changes

The changes that can be made are categorised into three levels, based on their likely significance:

- Changes that require a new Initial notice to be sent (albeit using the same works reference), with all the rules that would be applied to the first notice being re-applied, including the full notice period.
- Changes that may be sent on an Error Correction notice, but for which the promoter should ideally obtain agreement from the Roads Authority before making the change.
- Changes that will be sent on an Error Correction notice and require no pre-agreement.

The categorisation of the changes is as follows:

Data Field	Rules changing data field at "Proposed" Status		
	Need a new Initial Notice	Use an Error Correction	Pre-agreement advised
Description		√	√
Location		√	√
Post Code		√	
Works Type	√		
Works Technique		√	√
Works Start Date	√		
Works Start Time	√		
Works End Date	√		
Traffic Management		√	√
Notice Text		√	
Project Ref		√	
Project Ref Description		√	
Designations		√	√
Changed Street		√	√
Co-ordinates		√	√

Changes for which a new Initial Notice with full noticing rules applies, those that can be effected with an Error Correction, and for the latter, those for which Roads Authority pre-agreement should be sought

Changes needing a new Initial Notice

Works Type is fundamental to determining all the rules associated with a works, and cannot be amended using the Amend Details screen. A change of the Works Types requires the existing notice to be cancelled and the resurrect facility used to generate the same works with an amended Works Type (by default, the same works reference number will be used for the newly created phase).

Start and End dates can be changed using the Amend Details screen, and these also require a new Initial notice to be sent. All the normal noticing rules for the appropriate Works Type are applied, using the amended dates, including the rules associated with Early/Late Starts as in Advice Note 17. The Agreements button in the Amend details screen can be used as necessary for this purpose. Full conflict/co-ordination checks will also be applied for the new dates.

Other Error Corrections

All other date fields listed above may be changed via the Amend details screen, and will generate an Error Correction notice. Changing the designations requires use of the Designations button. Similarly, the Change Street button enables a new road to be selected. The Agreements button may be used to record a pre-agreement for any change that has been made with the Roads Authority pre-agreement.

For those changes that require an agreement, the user making the change will be warned if an Agreement has not been recorded.

The screenshot shows the 'Insight Enterprise - Street Works - Works Reference Details' window. The 'Warning' dialog box is open, displaying the message: 'The following warning messages were logged against this update: Traffic Management changed without an agreement (S0842)'. The dialog box has buttons for 'Full Details', 'Ignore', and 'Amend'. The background form includes fields for Works Ref, L.A. Ref, Address, NSG Ref, Description, Location, Works Type, Works Start, and various checkboxes for Temp. Traffic Order, Restricted, Potential Works, Under Licence, Response Category, and Notice Type Default. There are also buttons for Designations, Co-ordinates, and Agreements.

Example screen where a data field for which pre-agreement is advised (in this case, Traffic Management) has been changed without recording an Agreement

If an Agreement had been recorded with this change, the message would be changed to "Traffic Management changed with an agreement (S0834)". Whichever message is produced, the recipient Roads Authority receiving the Error Correction notice will also be informed. The Notices Awaiting Assessment list will indicate there is a warning held against the Error Correction notice, and the user will be able to view the contents of the message using the Messages button, as shown on the following page.

Insight Enterprise - Street Works - Notices Awaiting Assessment

File Reports Shortcuts Tools Go to Help

Exit Desktop Map Amend Run Confirm Cancel

Parameters Results

Tag?	Map?	Wm?	Response Category	Works Status	T/S	Works Type	Due Date	Notice Type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High Interest	PROPOSED WORKS	<input checked="" type="checkbox"/>	URGENT	09/06/2008	TWO HOURS BEFORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans Required	POTENTIAL WORKS	<input checked="" type="checkbox"/>	PLANT INFORMATION REQUEST	11/06/2008	PLANT INFORMATION
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High Interest	PROPOSED WORKS	<input checked="" type="checkbox"/>	STANDARD	10/03/2010	ERROR CORRECTION

Tag All Untag All Clear Dues Produce Report Conflicts Messages

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Insight Enterprise - Street Works - Notices Awaiting Assessment

File Reports Shortcuts Tools Go to Help

Exit Desktop Map Options Functions Previous Next Create Amend Confirm Cancel

Messages

Works Ref. SW100-S000000000013 Scottish Water Noticing

L.A.Ref 00736606 Works Status PROPOSED WORKS ☒ T/S ☐ P/S ☐ S/R

Address SAUCHIEHALL STREET ☐ E/D ☐ Res ☐ Oth

GLASGOW, GLASGOW CITY C/W CARRIAGEWAY TYPE 2 - 2.5 TO 10 MS

NSG Ref. 080/02218 F/W OTHER FOOTWAYS

Description Repair to Burst Water Main

Location Outside No. 178 Post Code

Date	Time	Outcome	FP	Message	User ID
08/03/2010	12:23	Ask	<input type="checkbox"/>	S0842 Traffic Management changed without an agreement	SY000008

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Notices Awaiting Assessment for the recipient, and using the Message button