



SRWR Guidance Note

Notice Type Settings

Introduction

Each type of notice in the SRWR is configured in a way that is relevant to the purposes of the notice. This includes the definition of whether the notice is sent to the relevant roads authorities, whether it is sent to relevant undertakers, and the default Response category that is allocated.

It is possible for users to change the Response category when they send a notice, and there may be specific cases where this is relevant, such as changing a Proposed Works notice from the default response category to "Plans Required". However, even this should only be done on an exceptional basis, and only if there is sufficient notice period.

For the vast majority of notices that are sent, it is strongly recommended that the default response category is not changed. In particular, it should be noted that the receiving organisation is likely to have organised their business processes for dealing with the notices, based on the expected Response category; in this case, amending the response category will confuse the receiving site and may well mean the notice will not be dealt with in the optimum way, or with the relevant priority.

In particular, sending organisation should refrain from regularly allocating a different response category in an attempt to gain a higher priority over similar notices from a different organisation, e.g. changing Low Interest to High Interest. This is clearly counter-productive for the receiving organisation in attempting to prioritise their works across all the notices that are received.

The table on the following page defines the default configuration settings. In general, notices should appear in the Notices Awaiting Assessment lists with the specified Response Categories. However, when interpreting the table, it should be noted:

- "Sent to Road Authority" defines whether the notice will be sent to all Roads Authorities that have expressed an interest in the relevant street.
- "Sent to Road Utilities" defines whether the notice will be sent to all Utilities that have expressed an interest in the relevant street.
- "Ignore" means that the items will be recorded on the SRWR database, but will not appear on anyone's Notices Awaiting Assessment list. However, they will nevertheless appear in relevant Assessment lists if the notice causes any exception conditions, e.g. warning messages or map conflicts.
- For a Road Authority, notices that are received when the preceding notice for the same works still remains in the Notices Awaiting Assessment list will only update the Response Category if the new notice category implies a higher priority than the preceding one. So, if a WORKS CLOSED notice for an Emergency Works is received and the original TWO HOUR AFTER notice is still in the Notices Awaiting Assessment list, the Notice Type will be updated to WORKS CLOSED, but the Response category will remain as High Interest (to ensure the Roads Authority is made aware of it).
- For utilities, any notice for another organisation's work that indicates the start, completion or cancellation of the activity will cause the works to be removed from the assessment lists. This is because utilities are only informed of other works for co-ordination and plant protection purposes, and once the works has started, it is too late for these functions.

Summary of Settings for all Notice Types

Notice Type	Default Response Category	Sent to Roads Authority	Sent to Utilities
FIVE YEAR	High Interest	Y	Y
THREE MONTH	Plans Required	Y	Y
ONE MONTH	High Interest	Y	Y
SEVEN DAY	High Interest	Y	Y
THREE DAY	High Interest	Y	Y
24 HOUR	Optional Response	Y	Y
2 HOURS BEFORE	High Interest	Y	Y
2 HOURS AFTER	High Interest	Y	Y
ACTUAL START	Low Interest	Y	-
WORKS EXTENSION	High Interest	Y	-
WORKS CLEAR	Low Interest	Y	-
WORKS CLOSED	Low Interest	Y	-
REGISTRATION	Low Interest	Y	-
BARHOLE REGISTRATION	Low Interest	Y	-
DAMAGE NOTIFICATION	Mandatory Response	Y	Y
PLANT INFORMATION REQUEST	Plans Required	Y	Y
UNATTRIBUTABLE WORKS	Mandatory Response	Y	Y
DEFECTIVE APPARATUS	Mandatory Response	Y	Y
NON-WORKS DISRUPTION	Low Interest	Y	-
PERMISSION – ONE MONTH	Low Interest	Y	-
PERMISSION – SEVEN DAY	Low Interest	Y	-
CANCELLATION	Low Interest	Y	-
STATUS CORRECTION	High Interest	Y	-
ERROR CORRECTION	High Interest	Y	-
DURATION CHALLENGE	Mandatory Response	-	*
TIMING DIRECTION	Mandatory Response	-	*
LOCATION DIRECTION	Mandatory Response	-	*
UNDUE DELAY DIRECTION	Mandatory Response	-	*
INTENTION TO ISSUE LICENCE	Optional Response	Y	Y
ACCEPTANCE RESPONSE	High Interest	Y	-
NON-ACCEPTANCE RESPONSE	High Interest	Y	-
PERMISSION – ONE DAY AFTER	Ignore	-	-
PERMISSION – THREE DAYS AFTER	Ignore	-	-
PERMISSION – THREE DAYS AFTER (NO DUE)	Ignore	-	-
TRAFFIC SIGNAL APPROVAL	High Interest		*
TRAFFIC SIGNAL APPROVAL WITH DESIGN	High Interest		*
TRAFFIC SIGNAL DESIGN/INFO REQUIRED	Mandatory Response		*
TRAFFIC SIGNAL REFUSED	Mandatory Response		*
TRAFFIC SIGNAL APPROVAL NOT REQUIRED	High Interest		*
NON-NOTIFIABLE PHASE COMPLETION	Ignore	Y	
NON-NOTIFIABLE ACTIVITY	Ignore		

* - sent to relevant utility(ies)/promoter(s) only