

**Lane rental checklist for authorities applying to develop a lane rental scheme**

When compiling original documentation for consideration by the Secretary of State for Transport to operate lane rental under section 74A of the New Roads and Street Works Act 1991 (NRSWA), please complete this form.

1. Before you start, carefully read the Department for Transport (DfT) guidance   
   [**Street works lane rental charges**](https://www.gov.uk/government/publications/street-works-lane-rental/lane-rental-schemes-guidance-for-english-highway-authorities)for authorities seeking to develop lane rental.
2. The checklist below can be submitted alongside other scheme documentation   
   set out in DfT guidance. Alternatively, authorities can submit their own form   
   and proposals from multiple authorities (joint schemes) or amend this form to   
   suit their needs.

**1. Appellant details**

|  |  |
| --- | --- |
| **Required** | **Your details** |
| Full legal name of highway authority or authorities |  |
| Date final checks completed |  |
| Senior officer final clearance  (print or sign your name) |  |
| Finance officer final clearance  (print or sign your name) |  |

**2. Checklist stating scheme application documentation requirements**

Confirm location within application (include page and document)

|  |  |
| --- | --- |
| **Required** | **Your response** |
| 1. Scheme compliance statement (letter signed by chief executive or similar) headed to include the legal name of  the authority. |  |
| 1. Scheme objectives including the benefits expected. |  |
| 1. Proposed implementation date. |  |
| 1. Table demonstrating regulatory compliance. |  |
| 1. Statement of compliance with the lane rental parity obligation. 2. State the authority’s position on whether the same standards and charges apply to an authority’s own activities and works. Provide an undertaking that lane rental charges will be applied to all registerable activities. |  |
| Clearly define and specify the streets or parts of streets to which the lane rental will apply. Also clearly set out the times when lane rental will operate on those streets (which must be wholly within the area of the authority applying to run the scheme). The authority must also specify proposed network coverage. |  |
| 1. Set out the planned evaluation and reporting structure, including:  * an evaluation methodology * an evaluation programme setting out when the evaluation will be carried out * the baseline data against which scheme performance will be measured * a formal statement that this evaluation will be fully resourced |  |
| **Required** | **Your response** |
| 1. Provide confirmation that utility companies and other works promoters have been notified of scheme proposals and will provide at least 12 weeks' notice of scheme commencement. |  |
| 1. Provide confirmation that all required consultation processes have been met and details of any changes have been made following that consultation. |  |
| 1. Provide confirmation that all financial requirements have been met. |  |
| 1. Provide confirmation that traffic sensitive street designations have been reviewed and updated. |  |
| Provide copies of all permit scheme evaluation reports as required by the permit scheme amendment regulation 2015 (regulation 16A).   1. As a minimum, all applicants need to operate a permit scheme and have provided at least one 12-month evaluation. 2. All schemes operating permit schemes must fully comply with the requirements in the relevant regulations |  |
| 1. Provide details of any transitional arrangements that the authority would wish to apply in relation to the scheme coming into effect. |  |
| Provide references to handling national infrastructure projects (such as heat networks and electric vehicle charging infrastructure and broadband rollout).  To note lane rental is dis-applied from HS2 works under the High-Speed Rail (London to West Midlands) Act 2017. |  |
| **Required** | **Your response** |
| Provide details of the team that will be in place to operate the scheme.  Include contact information such as email and telephone number. |  |
| Provide a completed cost-benefit analysis form (published alongside  the guidance). |  |

**3. Sending this form to DfT**

You can send this form by email to [street.manager@dft.gov.uk](mailto:street.manager@dft.gov.uk).

2. Supply a copy of this application checklist form or similar alongside relevant scheme supporting documents and information. The subject line of the email should be marked ‘Confidential Lane Rental Application FAO Head of Street Works & Regulation Policy: [highway authority name]’