



General Principles & Scheme Governance
Maintenance & Operation

GM 702

Operational requirements for network occupancy

Version 0.1.1

Summary

This document contains the operational requirements for network occupancy.

National Variation

This document has associated National Application Annexes providing alternative or supplementary content to that given in the core document, which is relevant to specific Overseeing Organisations. National Application Annexes are adjoined at the end of this document.

Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated National Highways team. The online feedback form for all enquiries and feedback can be accessed at: www.standardsforhighways.co.uk/feedback.

This is a controlled document.

Release notes	2
Foreword	3
Publishing information	3
Contractual and legal considerations	3
Introduction	4
Background	4
Assumptions made in the preparation of this document	4
1. Scope	5
Aspects covered	5
Implementation	5
Use of GG 101	5
2. Normative references	6

Latest release notes

Document code	Version number	Date of publication of relevant change	Changes made to	Type of change
GM 702	0.1.1	November 2023	England NAA, Northern Ireland NAA	Incremental change to advice
Release notes: Only changes are to Relaxations form in ENAA Appendix and to NIAA in accordance with Department for Infrastructure wishes. [Publication: November 2023.]				

Previous versions

Document code	Version number	Date of publication of relevant change	Changes made to	Type of change
GM 702	0.1.0	February 2023	Core document, England NAA, Northern Ireland NAA, Scotland NAA, Wales NAA	Incremental change to requirements
GM 702	0	April 2020		

Foreword

Publishing information

This document is published by National Highways.

Contractual and legal considerations

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

Introduction

Background

This document contains the requirements for managing network occupancy requirements on motorways and all-purpose trunk roads.

Assumptions made in the preparation of this document

The assumptions made in GG 101 [Ref 1.N] apply to this document.

1. Scope

Aspects covered

- 1.1 The national requirements for managing network occupancy on motorways and all-purpose trunk roads set out in the National Application Annexes shall be followed.

Implementation

- 1.2 This document shall be implemented forthwith on all schemes involving managing network occupancy on motorways and all-purpose trunk roads on the Overseeing Organisations' motorway and all-purpose trunk roads according to the implementation requirements of GG 101 [Ref 1.N].

Use of GG 101

- 1.3 The requirements contained in GG 101 [Ref 1.N] shall be followed in respect of activities covered by this document.

2. Normative references

The following documents, in whole or in part, are normative references for this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Ref.	Document
Ref 1.N	National Highways. GG 101, 'Introduction to the Design Manual for Roads and Bridges'

© Crown copyright 2023.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/,
write to the **Information Policy Team, The National Archives, Kew, London TW9 4DU**,
or email psi@nationalarchives.gsi.gov.uk.



General Principles & Scheme Governance
Maintenance & Operation

GM 702 - ENAA

England National Application Annex for Operational requirements for network occupancy

(formerly GM 702 ENAA)

Version 0.1.1

Summary

This National Application Annex contains National Highways-specific operational requirements for network occupancy.

Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated National Highways team. The online feedback form for all enquiries and feedback can be accessed at: www.standardsforhighways.co.uk/feedback.

This is a controlled document.

Release notes	2
Foreword	3
Publishing information	3
Contractual and legal considerations	3
Introduction	4
Background	4
Assumptions made in the preparation of this document	4
Abbreviations	5
Terms and definitions	6
E/1. Legislative compliance	8
E/2. Outcomes	9
E/3. Planning	10
General	10
Network occupancy plan	10
E/4. Delivery	12
Network occupancy management system	12
Confirmation of work	12
Programmes	14
Additional delay	14
Escalation	14
Relaxations	14
Design requirements	15
Works delivery	15
Abnormal indivisible loads	16
Management of planned events	16
E/5. Normative references	18
Appendix E/A. Managing network occupancy requirements relaxation application form	19
E/A1 Application form	19

Latest release notes

Document code	Version number	Date of publication of relevant change	Changes made to	Type of change
GM 702 - ENAA	0.1.1	November 2023	England NAA	Incremental change to advice
RELEASE NOTE(S): Relaxation form in Appendix revised after consultation with regions. [Publication date: November 2023]				

Previous versions

Document code	Version number	Date of publication of relevant change	Changes made to	Type of change
GM 702 - ENAA	0.1.0	February 2023	England NAA	Incremental change to requirements
GM 702	0	April 2020		

Foreword

Publishing information

This document is published by National Highways.

Contractual and legal considerations

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

Introduction

Background

This National Application Annex contains National Highways-specific operational requirements for network occupancy.

This document has been prepared from existing requirements for managing motorway and all-purpose trunk roads occupancy. The document will contribute to the delivery of National Highways' requirements with regard to managing motorway and all-purpose trunk roads occupancy.

Assumptions made in the preparation of this document

The assumptions made in GG 101 [Ref 4.N] and GG 104 [Ref 6.N] apply to this document.

Abbreviations

Abbreviations

Abbreviation	Definition
IAMIS	Integrated asset management information system
MAPPA	Motorway access pass provision application
NOMS	Network occupancy management system
NOP	Network occupancy plan
PAU	Performance analysis unit
RCC	Regional control centre
ROC	Regional operations centre
SFAIRP	So far as is reasonably practicable
STGO	Special type general order abnormal indivisible load
TTRO	Temporary traffic regulation order

Terms and definitions

Terms and definitions

Term	Definition
Activity	An occurrence, including planned events, off motorway and all-purpose trunk roads which has the potential to adversely affect the road users of motorways and all-purpose trunk roads.
Additional delay	As defined in and generated by the National Highways software approved by the performance analysis unit (PAU).
Asset quality management system	The system used for maintaining quality across the Asset Delivery processes and procedures.
Authorised occupancy	Any current occupancy booking which has been entered onto network management occupancy system (NOMS) and approved by National Highways.
Coordination	Coordination is the process of ensuring that any Occupancy or Activity only takes place after due consideration has been given to combining any other Occupancies or Activities to ensure the minimum disruption to stakeholders with due regard for cost.
Embargo	A period during which no work can take place on motorway and all-purpose trunk roads, or part thereof, unless specifically approved by National Highways.
Emergency planning manager	The National Highways emergency planning manager for the area of the occupancy.
Emergency planning officer	The National Highways emergency planning officer for the area of the occupancy.
Head of Planning and Development	Head of Planning and Development is head of the Planning and Development team. The team focuses on gathering and using all data and intelligence to better understand how our network is performing
Head of Service Delivery	Head of Service Delivery is the head of the Service Delivery team
Health and safety passport	As detailed in the Health and Safety 5-year action plan H&S 5yr [Ref 1.N].
High impacting works	Occupancies resulting in the availability of only a single running lane or less in any one direction, or a carriageway closure immediately between an off slip road and an on slip road.
Intelligence-led approach	Safe and effective network operation necessitates an intelligence-led approach in order to mitigate risks to area network availability whilst targeting delivery towards reducing risk exposure to road workers and reducing cost.

Terms and definitions (continued)

Term	Definition
Motorway access pass provision application	System to manage applications for motorway passes.
Network	National Highways motorway and all-purpose trunk roads.
Network occupancy management system	The system used to book occupancies and the impact of activities on motorway and all-purpose trunk roads which comprises the IAMIS NOMS module.
Occupancy	All works, all special type general order abnormal indivisible load movements, all incidents or all events that take place on motorway and all-purpose trunk roads.
Optimisation	Works which have been optimised have been planned and undertaken to reduce impact on customers through traffic management layout and timings of works.
Planned events	A planned off motorway and all-purpose trunk roads event that has the potential to have an adverse effect on road users of motorway and all-purpose trunk roads.
Principal Contractor	The Principal Contractor as defined under CDM Regulations 2015 UKSI 2015/51 (CDM Regs) [Ref 7.N].
Working windows	Software and associated data available from National Highways which shows the permitted carriageway lane closure configurations for most motorway and all-purpose trunk roads at different times of the day.

E/1. Legislative compliance

- E/1.1 All motorway and all-purpose trunk roads occupancy must be managed in accordance with the requirements of the New Roads and Street Works Act 1991 UKPGA 1991/22 [Ref 5.N] and the Traffic Management Act 2004 UKPGA 2004/18 [Ref 8.N] and all associated secondary legislation as applicable to England and as amended by the Infrastructure Act 2015 UKPGA 2015/07 [Ref 3.N].
- NOTE *The New Roads and Street Works Act 1991 UKPGA 1991/22 [Ref 5.N] and the Traffic Management Act 2004 UKPGA 2004/18 [Ref 8.N] together with associated secondary legislation form the legal framework around which motorway and all-purpose trunk roads occupancy is managed.*
- E/1.2 The requirements in this document shall be followed when managing motorway and all-purpose trunk roads occupancy.
- E/1.3 All aspects of works design and delivery shall deliver the requirements with regard to this legislation in E/1.1.

E/2. Outcomes

- E/2.1 The following outcomes shall be delivered:
- 1) complete knowledge of all occupancies of motorway and all-purpose trunk roads;
 - 2) complete knowledge of all items which adversely impact road users of motorway and all-purpose trunk roads;
 - 3) all occupancies are managed to secure the expeditious movement of traffic on motorway and all-purpose trunk roads and facilitate the expeditious movement of traffic on motorway and all-purpose trunk roads for which another authority is the traffic authority; and,
 - 4) the effective utilisation and optimisation of all occupancies of motorway and all-purpose trunk roads.
- E/2.2 Works shall be co-ordinated with other works to minimise their adverse impact on road users and road workers.
- E/2.2.1 Co-ordination requirements should be subject to cost and programming scrutiny.
- E/2.3 Accurate data shall be provided as required to enable the correct population of the network occupancy management system (NOMS).
- NOTE** *Populating NOMS provides a complete knowledge of all occupancies on motorways and all-purpose trunk roads, and a complete knowledge of all items which adversely impact on road users of the motorways and all-purpose trunk roads.*

E/3. Planning

General

- E/3.1 All occupancies shall be identified.
- E/3.1.1 Identified works should include third party works, capital works, technology works, undertaker works, developer works and any other planned occupancy.
- E/3.2 All planned events and works to take place off motorway and all-purpose trunk roads, which have the potential to have an adverse effect on motorway and all-purpose trunk roads, shall be identified.
- E/3.3 All embargoes to works on the motorway and all-purpose trunk roads shall be identified.
- E/3.4 No occupancy shall take place during a National Highways embargo unless approved by National Highways.
- E/3.5 All works shall be planned and implemented to minimise disruption to National Highways customers through co-ordination and optimisation of the works whilst ensuring road worker and road user safety is maintained.
- E/3.5.1 Works should be combined with other works on motorway and all-purpose trunk roads whenever this does not adversely affect overall safety, customer satisfaction or works delivery.
- E/3.6 A single master programme of all works and events on motorway and all-purpose trunk roads, and all off motorway and all-purpose trunk road planned events and works having an impact on the motorway and all-purpose trunk roads, shall be produced.
- E/3.7 All programme development shall be undertaken collaboratively.
- E/3.8 An intelligence-led approach shall be used to plan all work.
- E/3.8.1 An intelligence-led approach to planning should include use of data and appropriate software to forecast the impact of occupancies.
- NOTE** *Other information used to provide an intelligence-led approach to planning occupancies and planned events are listed within the network occupancy plan (NOP).*
- E/3.9 Instructions shall be issued to produce programmes of work.
- E/3.10 Co-ordination and optimisation requirements in this document shall be contained in all programmes.
- E/3.11 Co-ordinated and optimised programmes shall be challenged.
- E/3.12 For co-ordination purposes, works start times and durations shall be identified.
- NOTE** *The identification of works timescales facilitates the co-ordination of works.*
- E/3.13 All works shall be checked to ensure that the limits on additional delay and recommended TSM Chapter 8 [Ref 9.N] limits on length, spacing of works and speed limit reduction have not been exceeded.

Network occupancy plan

- E/3.14 A NOP shall be produced, and issued to all works promoters.
- E/3.14.1 The NOP should contain the following details:
- 1) communication protocol covering all communication requirements including communication for NOMS updating from the road side whether or not this is delegated by the Principal Contractor;
 - 2) the form of communication for notification of live occupancies, cancellations, postponements, overruns and for the setting of signs and signals identified in the communication section of the NOP;
 - 3) occupancy booking procedure and proformas including communication of authorised occupancies;

- 4) details of the intelligence-led approach to managing motorway and all-purpose trunk road occupancy including planned events, embargoes, restrictions and other requirements for improving customer journeys;
- 5) specific details of the arrangements for the particular local operating regime in place for any smart motorway section of the motorway and all-purpose trunk roads;
- 6) procedures for the challenge to optimisation and co-ordination;
- 7) performance measurement details;
- 8) local agreement e.g. detailed local operating agreements, partnership agreements;
- 9) details of the management of NOMS bookings submitted with less than three weeks notice;
- 10) notification requirements for short and medium duration stops in accordance with the TSM Chapter 8 [Ref 9.N];
- 11) details of how occupancy conflicts with neighbouring areas be managed including occupancies not appearing in NOMS due to reduced asset delivery NOMS booking timescales;
- 12) details of the escalation requirements for resolution of clashes;
- 13) multiphase temporary traffic signal requirements; and,
- 14) any further information required for the management of motorway and all-purpose trunk road occupancy.

E/3.15 The Head of Service Delivery shall be responsible for the development and delivery of the NOP.

E/3.16 The NOP shall be reviewed, updated and reissued when the requirements in the NOP change.

E/3.17 The maximum period between NOP reviews shall be 12 months.

E/3.18 The NOP shall identify the approach to be taken in the management of motorway and all-purpose trunk road occupancy.

E/4. Delivery

Network occupancy management system

E/4.1 All occupancies, events and planned events shall be entered onto the network occupancy management system (NOMS) in accordance with the integrated asset management system on line user guidance Iamis-Noms Portal [Ref 2.N].

E/4.2 Once a booking has been entered onto NOMS the works promoter shall be informed that the booking:

- 1) has been accepted as an authorised occupancy; or
- 2) clashes with another booking; or,
- 3) is not acceptable.

E/4.3 No planned occupancy shall take place without the confirmation of an authorised occupancy from National Highways.

E/4.4 All planned occupancies shall be submitted to National Highways in the format prescribed in the NOP for the purpose of creating a NOMS booking.

E/4.5 Where a NOMS booking requires a temporary traffic regulation order (TTRO), it shall be submitted to National Highways a minimum of three months before the requested occupancy.

E/4.6 Where a NOMS booking does not require a TTRO, it shall be submitted to National Highways between three months and three weeks before the requested occupancy.

E/4.7 All existing NOMS bookings shall be confirmed to National Highways at least three weeks before the date of the occupancy in the format prescribed in the NOP.

NOTE *NOMS booking requests for works that are not high impacting works, submitted less than three weeks before the planned occupancy, still require approval and are processed subject to their impact on other occupancy bookings.*

E/4.7.1 NOMS bookings for works which cannot be combined with other works, or do not have any flexibility with regard to delivery date, should be submitted as soon as the works programme is determined.

E/4.7.2 Approved bookings should not be amended within two weeks of the occupancy unless such changes are due to unforeseeable circumstances including weather and incidents.

NOTE *Poor planning of resources is not considered to be an unforeseeable circumstance.*

E/4.8 Any clashes between NOMS bookings shall be identified and communicated to the works promoter.

E/4.8.1 Clashes should be identified at the earliest possible opportunity to avoid abortive work and maximise the opportunity for combining of works.

E/4.9 Where a clash has been identified in NOMS and communicated, the clash shall:

- 1) be resolved by the works/activity promoter(s) and approved by National Highways; or
- 2) be escalated using the requirements in section E/4.35 (Escalation).

E/4.10 Where a clash has been identified in NOMS, no works shall take place until the clash has been resolved and the resolution approved by National Highways.

Confirmation of work

E/4.11 Confirmation that high impacting works are to take place during the authorised occupancy shall be made to National Highways at or before the times listed below, except where, in exceptional circumstances, the works are amended due to safety, an incident or weather conditions, which could not have been reasonably foreseen at the notification times:

- 1) 12.00 hrs on the day of the closure for closures between 19.00 hrs and 24.00 hrs;
- 2) 12.00 hrs on the day preceding the closure for closures between 00.01 hrs and 19.00 hrs.

- E/4.12 Where, due to exceptional circumstances, the works are amended due to safety, an incident or weather conditions, which could not have been reasonably foreseen at the above notification times (see clause E/4.11), such changes shall immediately be notified to National Highways.
- NOTE Amendments to high impacting works after 12.00 hrs applies to start times, changes to traffic management layout and end/stop times except for early finishes to end/stop times.*
- E/4.13 National Highways shall be notified of traffic management installation, change or removal on motorway and all-purpose trunk roads in accordance with the following timescales:
- 1) within 15 to 10 minutes before such occupancy takes place for the installation of new traffic management;
 - 2) within 15 to 10 minutes before the change of any traffic management that has an adverse impact on road users;
 - 3) within 5 minutes after any change in traffic management that has a beneficial impact on road users;
 - 4) within 5 minutes after the removal of traffic management.
- NOTE The requirement to notify National Highways of traffic management implementation, change or removal on motorway and all-purpose trunk road is in addition to the requirement to notify the Regional Operations Centre (ROC) or Regional Control Centre (RCC) of installation of traffic management for the purpose of setting signs and signals.*
- E/4.14 National Highways shall be notified of any overrun to planned completion times recorded in the authorised occupancy between 15 and 10 minutes before the completion time in the authorised occupancy or any subsequent authorised revision to this time.
- E/4.15 For high impacting works, National Highways shall be notified by email no later than 5 minutes after the last published NOMS start time when any occupancy is going to be cancelled or postponed.
- NOTE A postponement is a delay greater than 15 minutes to the planned start published in NOMS.*
- E/4.16 All occupancies associated with emergency works shall be managed.
- E/4.17 With the exception of unforeseen circumstances due to safety, an incident or weather conditions, for high impacting works, bookings on NOMS shall not be amended after:
- 1) 13.00 hrs on the day of the closures for closures between 19.00 hrs and 24.00 hrs; and,
 - 2) 13.00 hrs on the day preceding the closure for closures between 00.00 hrs and 19.00 hrs.
- NOTE Amendments to high impacting works after 13.00 hrs applies to start times, changes to traffic management layout and end/stop times except for early finishes to end/stop times.*
- E/4.18 NOMS shall be updated with any changes in traffic management layout within 15 minutes:
- 1) before the start of the activity or occupancy (which includes the time of the first action that has the potential to adversely impact the users of motorway and all-purpose trunk roads);
 - 2) before any change to the traffic management that adversely impacts users of motorway and all-purpose trunk roads;
 - 3) after any change to the traffic management that beneficially impacts users of motorway and all-purpose trunk roads; and,
 - 4) after the end of the activity or occupancy (which is the time of the last action taken to beneficially impact users of motorway and all-purpose trunk roads).
- E/4.19 NOMS shall be updated no later than 15 minutes after the last published start time when any planned occupancy is cancelled or postponed.
- NOTE A postponement is a delay greater than 15 minutes to the planned start published in NOMS.*
- E/4.20 NOMS shall be updated with a new estimated end time before the last NOMS published estimated end when the end time is going to overrun.

- E/4.21 Expected delay times for NOMS population shall be derived from the acceptable additional delay times for the occupancy to align with Table E/4.21.

Table E/4.21 Expected delay values for NOMS population

Severe	Estimated delay of over 30 minutes.
Moderate	Estimated delay of between 10 ¹ or 15 ² and 30 minutes.
Slight	Estimated delay of less than 10 ¹ or 15 ² minutes.
No delay	No expected additional delay.
1 Applicable to all purpose trunk roads. 2 Applicable to motorways.	

Programmes

- E/4.22 A programme of cyclic maintenance works shall be produced on an annual basis.
- E/4.23 A programme of occupancies shall be produced on a six-monthly basis.
- E/4.24 A programme of cyclic maintenance works to form the basis of NOMS occupancy bookings shall be produced on a quarterly basis.
- E/4.25 A programme of works shall be produced for each works package at least three months prior to the start of any occupancy.
- E/4.26 All programmes shall combine planned works with any other works promoter programmes.
- E/4.27 The programme shall take account of any off motorway and all-purpose trunk road works, activities or planned events.
- E/4.28 The programme shall form the basis of motorway and all-purpose trunk road occupancy bookings.
- E/4.29 Programmes of work shall be submitted and updated as instructed by National Highways.

Additional delay

- E/4.30 No occupancy shall produce an additional delay greater than 15 minutes on a motorway or 10 minutes on an all purpose trunk road unless approved by National Highways under a relaxation as detailed in the sub-section headed Relaxations.
- E/4.31 No occupancy shall create an overall delay, including normal delay, greater than 30 minutes.
- E/4.32 Acceptable occupancy configuration shall be determined using the National Highways current working windows data.
- NOTE Current working windows data can be obtained from National Highways.*
- E/4.33 Where additional delay values exceed the permitted values, or additional delay values are required for parts of motorway and all-purpose trunk roads not covered by working windows, then forecast additional delay values shall be evaluated using software approved by National Highways.
- E/4.34 Forecast additional delays shall be checked to ensure that prescribed additional delay values are not exceeded without a relaxation.

Escalation

- E/4.35 Where a clash conflict over occupancies or an occupancy and a planned event occurs, and agreement is not reached between occupancy/activity promoters, the resolution shall be escalated as detailed in the NOP.

Relaxations

- E/4.36 Any planned works requiring a relaxation to the requirements of this document with regard to areas listed in Appendix E/A.1 shall be notified to National Highways before the NOMS application, unless identified through a clash and the subsequent outcome is a request for reduced separation between works.
- E/4.37 Relaxations to the requirements in this document shall be submitted on a form as shown in Appendix E/A.1 together with any supporting evidence required by National Highways to justify the relaxation.
- E/4.38 Relaxation applications to the requirements in this document shall be approved or rejected by National Highways.

Design requirements

- E/4.39 All works shall be designed to minimise the impact of works delivery and future maintenance on National Highways customers through optimisation and co-ordination whilst ensuring road worker and road user safety is maintained.
- E/4.39.1 All design work should be delivered collaboratively.
- E/4.40 All works shall be designed to ensure minimum cost whilst complying with motorway and all-purpose trunk road occupancy requirements.
- E/4.41 The design programmes shall be developed at the intervals instructed.
- E/4.42 Any access to motorways and all-purpose trunk roads required throughout the design process shall be arranged in consultation with, and undertaken only with the approval of, National Highways.
- E/4.42.1 Access to motorways and all-purpose trunk roads should normally be undertaken in conjunction with other works being undertaken in order to reduce the impact of motorway and all-purpose trunk road occupancy.
- E/4.43 Any access of motorways and all-purpose trunk roads required to deliver design work shall be notified to National Highways.
- E/4.44 Communication requirements for notifying planned and live occupancies shall be in accordance with the NOP.

Works delivery

- E/4.45 All work shall be delivered collaboratively.
- E/4.46 Authorised occupancies shall be communicated to the works promoter.
- E/4.47 Authorised occupancies communicated to the works promoter shall be communicated a minimum of one week before the planned occupancy and include any changes to the booking request implemented by National Highways.
- E/4.48 Work shall only be undertaken during the period of the authorised occupancy.
- E/4.49 Completion of any works requiring access to motorways and all-purpose trunk roads shall allow for the removal of all traffic management within the authorised occupancy period.
- E/4.50 Installation of traffic management, changes to the traffic management layout or removal of traffic management shall be notified to the ROC in accordance with the Operations Directorate Traffic Officer Manual.
- E/4.51 Any short and medium-duration stops, (see TSM Chapter 8 [Ref 9.N]), on motorway and all-purpose trunk roads shall be notified to National Highways in accordance with the NOP.
- E/4.52 Any access of motorway and all-purpose trunk roads required to deliver works shall be notified to National Highways.
- E/4.53 All personnel working on the motorway and all-purpose trunk roads shall have attained MAPPA system or health and safety passport scheme approval as issued by National Highways H&S 5yr [Ref 1.N].

NOTE Details of the MAPPA passes and the health and safety passport scheme can be found on the National Highways portal.

Abnormal indivisible loads

E/4.54 All special type general order abnormal indivisible load movements shall be managed and entered onto the NOMS system.

NOTE Further details are given in the asset delivery quality management system.

Management of planned events

E/4.55 A planned events calendar shall be produced, developed and implemented.

- E/4.56 The planned events calendar shall include;
- 1) planned event reference number for identification and tracking;
 - 2) planned event title and description;
 - 3) planned event location;
 - 4) start date;
 - 5) end date;
 - 6) start time;
 - 7) end time;
 - 8) expected number of attendees;
 - 9) planned event categorisation in accordance with Table E/4.58 and the risk matrix referenced in Appendix E/A;
 - 10) details of any other requirements in terms of suspension of any other planned occupancy (to include suspension location and times);
 - 11) promoter contact details; and,
 - 12) routes affected.

NOTE The details of any other requirements in terms of suspension of any other planned occupancy is used by National Highways as an early warning to avoid unnecessary planning of works.

E/4.57 All planned events shall be managed in conjunction with the emergency planning manager and the emergency planning officer to minimise the impact of the planned event on the motorways and all-purpose trunk roads.

E/4.58 All planned events shall be reviewed and then assessed using the risk criteria in Table E/4.58 and categorised using the risk matrix for the classification of planned events.

Table E/4.58 Planned events categorisation

Group 1
Impact of traffic management arrangements (including promoter designed). Degree to which traffic management arrangements adversely impact road users of motorways and all-purpose trunk roads.
Severity of potential queuing delay, based on review of traffic flow in conjunction with access arrangements.
Combination effect with other concurrent planned events. Extent to which the effect of other concurrent planned events could adversely affect the planned event under scrutiny.
Potential for other external situations to adversely affect the impact of the planned event. Consideration of past experience/hot spots and National Highways using local knowledge of the motorways and all-purpose trunk roads. Evidenced through historical data.
Smart Motorway(s). Planned events which can have an adverse impact on the effective operation of any affected smart motorway(s) within the area or in any adjacent area.
Group 2
Location/proximity to the motorways and all-purpose trunk roads. The nature of the location of the planned event and/or its proximity to the motorways and all-purpose trunk roads.
Mode of access Extent of private vehicle usage against alternatives (e.g. public transport/park and ride).
Season. Potential effects of severe weather.
Attendee profile. Including geographical profile of attendees and characteristics of attendance e.g. numbers, short term visits, constant attendance.
Maturity of planned event and/or experience of planned event promoter. Extent to which past experience of managing the impact of the planned event affects the risk of impacting road users of the motorways and all-purpose trunk roads.
Quality of access conditions to planned event. Degree to which the access/egress conditions could affect risk of impacting road users of the motorways and all-purpose trunk roads.
Potential for planned event characteristics to change during the planned event. Potential for changes to timing of planned event or access/egress assumptions.
Planned events with cross area/regional impact. Knowledge of cross area/regional impact and the potential for the same if other external situations occur.

NOTE

The interactive Excel matrix used can be requested from National Highways found on the National Highways SHARE site at <http://share/Share/llisapi.dll/overview/61015228>.

E/5. Normative references

The following documents, in whole or in part, are normative references for this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

Ref.	Document
Ref 1.N	Highways England. H&S 5yr, 'Health and Safety 5 year Action Plan, May 2017'
Ref 2.N	Bentley. Iamis-Noms Portal, 'https://portal01-cais.bentley.com/PORTAL/content/index.asp'
Ref 3.N	The National Archives. UKPGA 2015/07, 'Infrastructure Act 2015'
Ref 4.N	National Highways. GG 101, 'Introduction to the Design Manual for Roads and Bridges'
Ref 5.N	The National Archives. UKPGA 1991/22, 'New Roads and Street Works Act 1991'
Ref 6.N	National Highways. GG 104, 'Requirements for safety risk assessment'
Ref 7.N	The National Archives. UKSI 2015/51 (CDM Regs), 'The Construction (Design and Management) Regulations 2015'
Ref 8.N	The National Archives. UKPGA 2004/18, 'Traffic Management Act 2004'
Ref 9.N	TSO. TSM Chapter 8, 'Traffic Signs Manual Chapter 8 - Traffic Safety Measures and Signs for Road Works and Temporary Situations'

Appendix E/A. Managing network occupancy requirements relaxation application form

E/A1 Application form

This form is to be used where approval is required for relaxations to occupancy requirements. This includes relaxations to Traffic Signs Manual Chapter 8 requirements in TSM Chapter 8 [Ref 9.N] for length and spacing of works and speed limit reductions greater than 20 mph. As per Traffic Signs Manual: Chapter 8, the risks associated with the design and operation of road works are SFAIRP. This form cannot be used for safety relaxations, as the responsibility remains the remit of the principal contractor (or alternative). This form is to be used to request relaxations to customer experience and/or network impacts.

Table E/A.1 Relaxation from managing network occupancy requirements

Scheme name / description:					
NEM event number:					
PIN / Works Order:					
Start date:		End date:			
Start time:		End time:			
Acceptable additional delay exceeded	<input type="checkbox"/>	on diversion	<input type="checkbox"/>	on slip or junction	<input type="checkbox"/>
TM length > 4km (or 6km for SMART motorway fixed taper positions)					<input type="checkbox"/>
Separation < Chapter 8 limits					<input type="checkbox"/>
Speed limit drop > 20 mph					<input type="checkbox"/>
During embargo					<input type="checkbox"/>
Full closure request < 7 days from relaxation					<input type="checkbox"/>
Application specifics If required, please attach further information onto additional sheets:					
Works activity: Record details of the activity					
Location of works: Please append a TM plan showing the location of works including road name, direction and junction.					
Traffic management arrangements: Include details of TM with lane reductions, narrow lane widths TM length and speed reductions.					
Max. expected delays per vehicle:		Remaining lanes available:			
Reason for application approval: Include delay deviation, consideration of alternative approaches, information on Chapter 8 relaxations, potential benefits and/or the impact of not proceeding, and NEM event number of other bookings where appropriate.					
	Name:	Position:	Date:	Signature:	
Submitted by:					
Project Sponsor approver / Service Delivery Manager:					
Network Occupancy approver:					
RD / SLT approver if required:					

Please send your completed form, plus any associated documents, to the respective, regional network

occupancy team for review.

Form available to National Highways at: <https://share.highwaysengland.co.uk/share/llisapi.dll/Open/106120032#>

© Crown copyright 2023.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/,
write to the **Information Policy Team, The National Archives, Kew, London TW9 4DU**,
or email psi@nationalarchives.gsi.gov.uk.

General Principles & Scheme Governance
Maintenance & Operation

GM 702 - NINAA

Northern Ireland National Application Annex for Operational requirements for network occupancy

(formerly GM 702 NINAA)

Version 0.1.1

Summary

The requirements of GM 702 do not apply in Northern Ireland.

Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated team in the Department for Infrastructure, Northern Ireland. The email address for all enquiries and feedback is: dcu@infrastructure-ni.gov.uk

This is a controlled document.

Release notes	2
Foreword	3
Publishing information	3
Contractual and legal considerations	3
NI/1. Applicability	4

Latest release notes

Document code	Version number	Date of publication of relevant change	Changes made to	Type of change
GM 702 - NINAA	0.1.1	November 2023	Northern Ireland NAA	Incremental change to notes and editorial updates
Wording revised according to Department for Infrastructure requirements.				

Previous versions

Document code	Version number	Date of publication of relevant change	Changes made to	Type of change
GM 702 - NINAA	0.1.0	February 2023	Northern Ireland NAA	Incremental change to requirements
GM 702	0	April 2020		

Foreword

Publishing information

This document is published by National Highways on behalf of Department for Infrastructure, Northern Ireland.

Contractual and legal considerations

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

NI/1. Applicability

NI/1.1 The requirements of GM 702 shall not apply in Northern Ireland.

© Crown copyright 2023.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/,
write to the **Information Policy Team, The National Archives, Kew, London TW9 4DU**,
or email psi@nationalarchives.gsi.gov.uk.



General Principles & Scheme Governance
Maintenance & Operation

GM 702 - SNAA

Scotland National Application Annex for Operational requirements for network occupancy

Version 1.0.0

Summary

The requirements of GM 702 do not apply in Scotland.

Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated Transport Scotland team. The email address for all enquiries and feedback is: TSSStandardsBranch@transport.gov.scot

This is a controlled document.

Release notes	2
Foreword	3
Publishing information	3
Contractual and legal considerations	3
S/1. Applicability	4

Latest release notes

Document code	Version number	Date of publication of relevant change	Changes made to	Type of change
GM 702 - SNAA	1.0.0	February 2023	Scotland NAA	Change to policy, major revision, new document development
Transport Scotland National Application Annex to GM 702.				

Previous versions

Document code	Version number	Date of publication of relevant change	Changes made to	Type of change
GM 702	0	April 2020		

Foreword

Publishing information

This document is published by National Highways on behalf of Transport Scotland.

Contractual and legal considerations

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

S/1. Applicability

S/1.1 The requirements of GM 702 shall not apply in Scotland.

© Crown copyright 2023.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/,
write to the **Information Policy Team, The National Archives, Kew, London TW9 4DU**,
or email psi@nationalarchives.gsi.gov.uk.



Llywodraeth Cymru
Welsh Government

General Principles & Scheme Governance
Maintenance & Operation

GM 702 - WNAA

Wales National Application Annex for Operational requirements for network occupancy

Version 1.0.0

Summary

The requirements of GM 702 do not apply in Wales.

Feedback and Enquiries

Users of this document are encouraged to raise any enquiries and/or provide feedback on the content and usage of this document to the dedicated Welsh Government team. The email address for all enquiries and feedback is: Standards_Feedback_and_Enquiries@gov.wales

This is a controlled document.

Release notes	2
Foreword	3
Publishing information	3
Contractual and legal considerations	3
W/1. Applicability	4

Latest release notes

Document code	Version number	Date of publication of relevant change	Changes made to	Type of change
GM 702 - WNAA	1.0.0	February 2023	Wales NAA	Change to policy, major revision, new document development
Welsh Government National Application Annex to GM 702.				

Previous versions

Document code	Version number	Date of publication of relevant change	Changes made to	Type of change
GM 702	0	April 2020		

Foreword

Publishing information

This document is published by National Highways on behalf of Welsh Government.

Contractual and legal considerations

This document forms part of the works specification. It does not purport to include all the necessary provisions of a contract. Users are responsible for applying all appropriate documents applicable to their contract.

W/1. Applicability

W/1.1 The requirements of GM 702 shall not apply in Wales.

© Crown copyright 2023.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/,
write to the **Information Policy Team, The National Archives, Kew, London TW9 4DU**,
or email psi@nationalarchives.gsi.gov.uk.