



Ancillary information on permits in Street Manager



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Legislative background

On the 3rd of April 2023 a new requirement was added to the 2007 permit regulations for ancillary information and a new permit condition was introduced for changes to ancillary information on works already in progress

The new requirement added to the 2007 permit regulations Traffic Management Permit Scheme (England) Regulations 2007 made it mandatory for undertakers to supply ancillary information on related activities that are known about at the time of the permit application.

A new permit condition NCT03 was also introduced for use when ancillary information changes whilst works are in progress.

What is ancillary information?

Ancillary or supplementary information comprises of the following on the street or streets adjacent to where your works are taking place,

- Placement of portable traffic signals or other traffic control (traffic light heads)
- Placement of site welfare facilities
- Placement of site compound or material storage
- Placement of spoil compound for the works.

Prior to the changes we have been able to provide this information via optional permits, but it has not been a mandatory requirement until now.



How does this work?

Ancillary information can be added to a permit application (PA) once the PA has been submitted. The ancillary information you add to the permit does not need assessment or approval and is non chargeable, but it must be applied to the permit if known about when proposing works.

If there are changes to ancillary information that become known about whilst the works are in progress, NCT03 must also be applied to the permit to notify the authority before changing the ancillary information on the permit. E.g., Condition NCT03 to be used where for instance a site welfare unit was originally placed in one location but needs to be moved to another location/street.

You no longer need to apply for additional/optional permits just to place traffic signal heads in adjacent streets (or store materials etc), you can now combine this into the permit for the street where you are working.

The removal of ancillary information can also be done through Street Manager and must be kept up to date but doesn't not require condition NCT03 to be added.

A fee cannot be charged for providing this information.

It is **not** an FPN offence for failing to add ancillary information, even when known about at the permit application stage, the only possible FPN offence is for the breach of NCT03, in relation to ancillary changes whilst the permit is in progress

What do the Street Manager Business rules say?

Ancillary information can be added after a permit is submitted and while works are being carried out. In case the ancillary information may impact the permit approval by a Highway Authority (HA), it is recommended:

- to make a mention, as part of additional information, about the intention to add ancillary information before submitting the permit
- to add ancillary information immediately after submission
- to add a comment to the permit, that all relevant ancillary information has been added
- Ancillary information applies only to a permit to which they were added and will not impact or carry over to any other past or future permit within the works record.
- Ancillary information will appear on a map along with the permit they were added to.



- To notify Highway Authority about upcoming changes to ancillary information, that are yet to happen, NCT03 condition should be used instead.

Ancillary information can be indicated as “removed” when they are no longer relevant or factually accurate.

- They remain visible as part of the permit details.
- They no longer appear on the map.

What do you need to do?

1. For all permits, any known ancillary information **must** be applied to the permit application prior to works commencing.
2. For all permits, if ancillary information changes that are yet to happen and/or happens whilst works are in progress, then permit condition NCT03 **must** also be applied.
3. Manage and update the current ancillary information on Street Manager to reflect the current ancillary on site, please see YouTube video on the DfT YouTube channel on how to do this below, along with some example screenshots from Street Manager.

[The Hole Story: Episode 35 - Ancillary Information – YouTube](#)

Also see the revised statutory [permit condition guidance](#)

Adding Ancillary information in Street Manager

1. Navigate to ‘Add ancillary information’ bottom right



USRN details: 23030246 - LOWFIELDS ROAD SOUTH, BEESTON, LEEDS [View on map](#)

Location details: Carriageway, test

Road type: Carriageway type 3 (0.5 to 2.5 MSA) - active

Application details

Reference: BC008ELLANDROAD-01

Application status: Submitted

Work status: In progress [View works record](#)

Application due to deem on 25/09/2025

Highway Authority: [LEEDS CITY COUNCIL](#)

Primary contact: [BT](#)

Workstream: 008 - OR DL

Works description: test

Works category: Immediate (Urgent)

Actions

- [Log works stop](#)
- [Request change](#)
- [Update current traffic management type](#)
- [Go to works record to add comments or files](#)
- [Go to works history](#)
- [Link to a Section 81 or Unattributed works](#)
- [Cancel application](#)
- [Add ancillary information](#)

2. Check the works are showing on the map to confirm

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Location

LOWFIELDS ROAD SOUTH, BEESTON

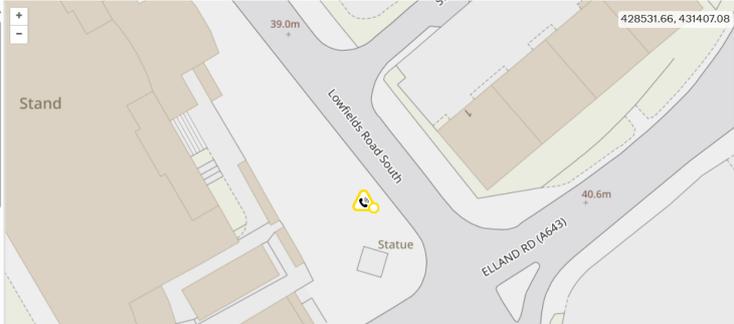
You can draw multiple ancillaries of the same type.
You can draw a max of 10 ancillaries.

Draw ancillary information

Select drawing tool

Point

Draw Stop drawing



3. Draw on the map the location of the ancillary required and click stop drawing

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Location

LOWFIELDS ROAD SOUTH, BEESTON

You can draw multiple ancillaries of the same type.
You can draw a max of 10 ancillaries.

Draw ancillary information

Select drawing tool

Point

Draw Stop drawing



4. Select the USRN(s) that the ancillary will be needed on then click link USRNs

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Link USRNs

Choose which USRNs relate to the ancillary information

- 23014653 - INGRAM ROAD DISTRIBUTOR, HOLBECK, LEEDS
- 23013201 - WESLEY STREET, BEESTON, LEEDS
- 23002909 - CANONBURY TERRACE, BEESTON, LEEDS
- 23004653 - ELLAND ROAD, BEESTON, LEEDS
- 23006707 - HOXTON MOUNT, BEESTON, LEEDS

Link USRNs



- Then select the relevant ancillary that is required and fill out description of ancillary text box. This needs to be the location(s) of the ancillary item(s) and any other agreements made with the HA, then click confirm details

Add ancillary information

Ancillary information details

USRN details

23004653 - ELLAND ROAD, BEESTON, LEEDS
23013201 - WESLEY STREET, BEESTON, LEEDS

Ancillary type

- Portable traffic signals or other traffic control
- Site welfare facilities
- Site compound or material storage
- Spoil compound for the works

Description of ancillary

Also include any agreements made with the Highway Authority

Outside 97, Wesley Street & Opposite The Old Peacock,
Elland Road

Confirm details

- Review the details and then click 'add ancillary information' if you are happy with them



Add ancillary information

Review ancillary information details

USRN details

[Change](#)

23004653 - ELLAND ROAD, BEESTON, LEEDS

23013201 - WESLEY STREET, BEESTON, LEEDS

Ancillary details

[Change](#)

Ancillary type

Portable traffic signals or other traffic controls

Description of ancillary

Outside 97, Wesley Street & Opposite The Old Peacock, Elland Road

[Add ancillary information](#)

Removing ancillary information

1. Navigate to the ancillary information section on the permit application screen and click on the ancillary reference

Ancillary Information

Recorded date	Ancillary reference	USRN(s)	Ancillary type	Status	Map
23/09/2025 15:37	BC008ELLANDROAD-01-AI-01	23004653, 23013201	Portable traffic signals or other traffic controls	Added	View on map

2. Click remove ancillary information



Ancillary Information

Reference: BC008ELLANDROAD-01-AI-01

Status: **Added**

Works reference: [BC008ELLANDROAD](#)
Works location: [LOWFIELDS ROAD SOUTH, LEEDS, BEESTON \(View on map\)](#)

[View ancillary information on map](#)

Ancillary information details

Recorded date	23/09/2025 -15:37
USRN(s)	23004653 - ELLAND ROAD, BEESTON, LEEDS 23013201 - WESLEY STREET, BEESTON, LEEDS
Ancillary type	Portable traffic signals or other traffic controls
Location description	
Description of ancillary	Outside 97, Wesley Street & Opposite The Old Peacock, Elland Road

[Remove ancillary information](#)

3. Enter the reason for removal of ancillary information, ensure to provide as much detail as possible then click 'Remove ancillary information'

Ancillary Information

Why are you removing this ancillary information?

Removal reason

Traffic lights no longer required to carry out remaining reinstatement works, Traffic light heads now removed

[Remove ancillary information](#)

[Don't remove, take me back](#)