

**East Sussex County Council  
Communities, Economy and  
Transport**

**Lane Rental Surplus Funds (LRSF)**

**Application Guidance Document**



# Document Control Sheet

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## Contents

Purpose.....	3
What Is the East Sussex Lane Rental Surplus Fund?.....	3
Who Can Apply for Funding? .....	4
When Will a Successful Application Be Funded?.....	4
What Can the Funding Be Used For? .....	4
The Lane Rental Surplus Group (LRSG) .....	4
Organisation Chart.....	5
Eligibility and Qualifying Criteria.....	5
Competitive Advantage .....	6
Prior to Preparing a Bid.....	6
Submitting an Application.....	6

# Lane Rental Surplus Funds (East Sussex)

## APPLICANTS GUIDANCE DOCUMENT

### Purpose

This document provides guidance for potential applicants for East Sussex Lane Rental Surplus Funds (LRSF).

The Lane Rental team can be contacted at: [lanerental@eastsussex.gov.uk](mailto:lanerental@eastsussex.gov.uk)

This document provides information on how to bid for the funds, eligibility, the qualifying criteria and how to complete the relevant application forms.

This document also sets out the process for approving applications and the management of approved projects.

### What Is the East Sussex Lane Rental Surplus Fund?

The East Sussex Lane Rental Scheme (ESLRS) was introduced to enable East Sussex County Council (ESCC) to support their duty to co-ordinate and manage all street and road works, also known as activities, on the highway, to minimise disruption.

The ESLRS is a mechanism for providing all works promoters with a financial incentive to change behaviour and minimise their occupation of the street at the most traffic sensitive times on the most sensitive parts of East Sussex's highway network.

The ESLRS applies the following guiding principles:

- The cost of disruption from activities on the highway network must be recognised.
- Inconvenience to all people using any part of the highway network must be minimised, especially to people with accessibility requirements, and other vulnerable users including walkers and or cyclists.

If promoters of activities, choose to work on the Lane Rental Streets at Lane Rental Times they will incur a charge of up to £2,500 per day.

This daily charge generates a surplus for East Sussex County Council which needs to be managed and distributed in an appropriate, collaborative and open way for the benefit of East Sussex residents.

Current [Government guidance](#) states that surplus funds generated from lane rental operations must be used to fund projects that 'reduce the disruption and other adverse effects caused by street works'.

The Government also announced that from January 2026, 50% of surplus lane rental funds must be spent on road maintenance.

## Who Can Apply for Funding?

Any organisation or group that has a project idea that fits the criteria detailed below. Applications must be submitted by **legal entities only**.

## When Will a Successful Application Be Funded?

Applications are first reviewed by the Lane Rental Surplus Group (LRSG). Those that pass this stage are then submitted to East Sussex County Council for a final decision.

Funding milestones can be part of the recommended projects detail; however, the total funding requirement must be included in the application.

Applicants will be kept updated on the progress of their application.

## What Can the Funding Be Used For?

In line with Government guidance, funding is to be applied by the LRSG for purposes intended to reduce the disruption or other adverse effects arising because of street works. This could include, for example:

- Investment in innovation and developing new products or disruption-saving techniques;
- Trials of new techniques and products;
- Installing 'pipe subways' or ducting that enable apparatus to be accessed more easily and without disrupting traffic;
- Measures to improve the quality or accessibility of records about the location of underground pipes, wires and other apparatus;
- Measures to help abate noise, pollution or safety hazards arising because of works;
- Repairing potholes caused by utility street works;
- Implementing extraordinary measures to mitigate congestion caused by works, especially major works projects;

Surplus funds may be used for either capital or revenue projects.

## The Lane Rental Surplus Group (LRSG)

The LRSG (detailed below) is structured to ensure a balanced and collaborative approach to decision-making. The group comprises representatives from East Sussex County Council (ESCC) and local works promoters, supported by an independent Chair.

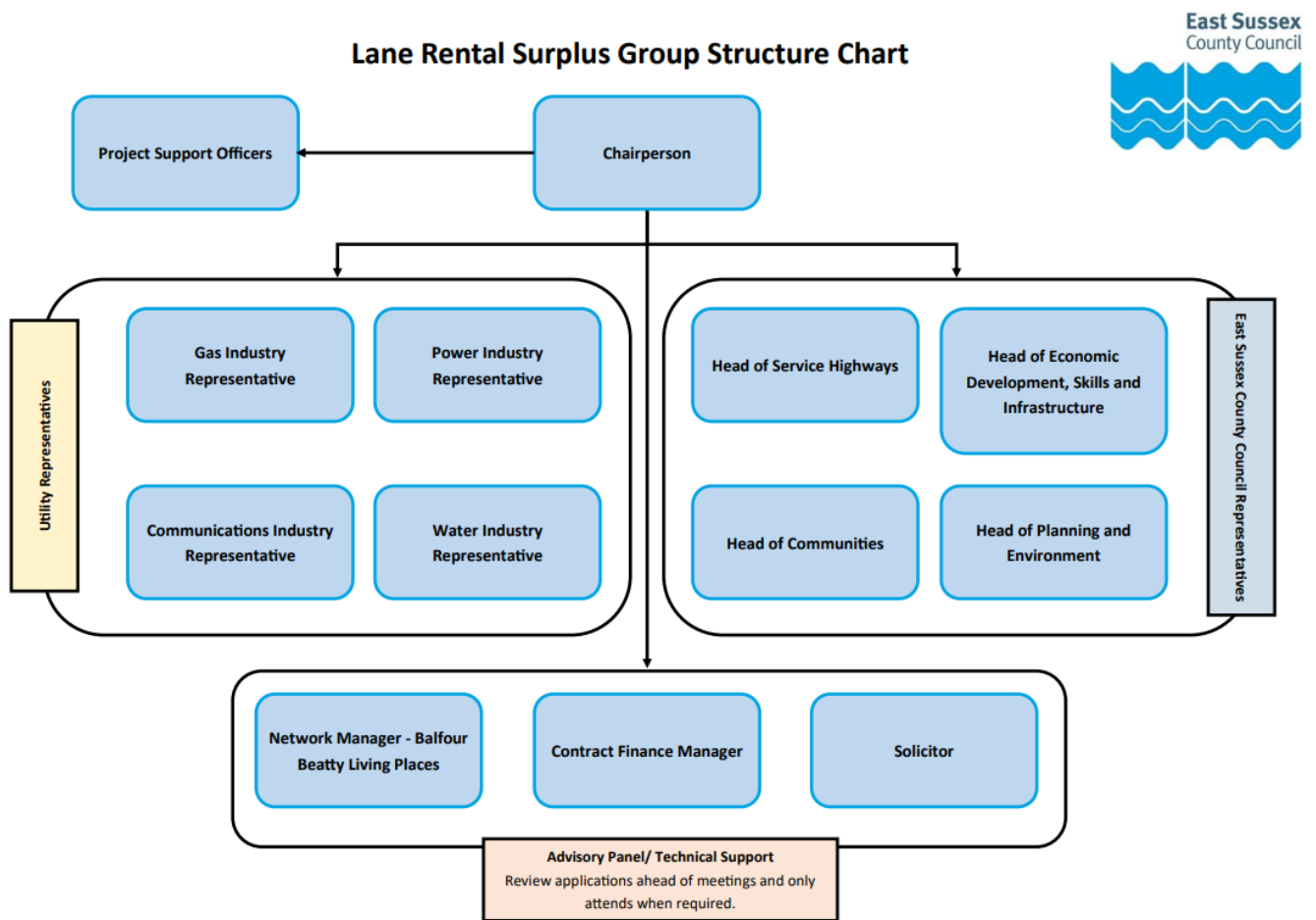
The group typically includes a Chair, ESCC officers, and representatives from works promoters (including members of the Joint Utilities Group), with additional technical or administrative

support provided where required.

Decision-making is shared equally between ESCC and works promoter representatives, with each holding 50% of the voting rights. The Chair is responsible for ensuring meetings are conducted appropriately and may exercise a casting vote where required.

This structure is designed to ensure that decisions on funding are made collaboratively, drawing on a broad range of expertise from across the industry and public sector.

## Organisation Chart



## Eligibility and Qualifying Criteria

Retrospective applications for projects that are either in progress or have already been completed will not be considered for funding.

All projects must be designed to deliver value within East Sussex or contribute to national developments that East Sussex will receive value from.

Therefore, they need to benefit East Sussex directly or indirectly. Projects outside of East Sussex may be considered but they must have the potential to be used within East Sussex. For example, a trial of a new technique or new technology or an education or skills improvement programme staff in East Sussex would benefit from.

We understand that not all applications will be able to be supported by detailed technical documents such as a Cost Benefit Analysis but are still of considerable value to a specific group of highway users or a community. Within the application form there is opportunity to provide a statement in replacement of a Cost Benefit Analysis.

## Competitive Advantage

The results, benefits or outputs of any funded project must not benefit the organisation receiving the funding over any other competitor.

Projects must not have the potential to distort competition or trade.

Applicants must make a declaration to this effect.

## Prior to Preparing a Bid

Before Applicants prepare an application for funding, they are strongly advised to check the East Sussex Lane Rental [webpage](#) to ensure similar projects have not already been funded or are in development.

Projects should be carefully planned with funding streams secured before any costs associated with delivery are incurred.

## Submitting an Application

Applicants are required to submit applications via a sponsor who is a member of the LRSG. If you do not yet have a sponsor, please email [lanerental@eastsussex.gov.uk](mailto:lanerental@eastsussex.gov.uk) for assistance.

The Lane Rental Project Officer will support applicants in coordinating sponsorship where required.

The sponsor is responsible for the initial screening and submission of the application to the LRSG, ensuring the proposal is suitable for consideration. Sponsors are members of the LRSG and will participate in the discussion and voting on applications as part of the group's decision-making process (subject to any declared conflicts of interest).

Either the sponsor or, where appropriate and possible, the applicant will present the application to the LRSG at a monthly meeting, subject to time availability.

Once a project is supported by the LRSG, responsibility for overseeing the application transfers to the Lane Rental Project Officer, who manages the application through the remaining stages of the process.

Applicants must submit applications a minimum of one month before the next meeting of the LRSG.

A schedule of forthcoming meetings complete with application submission deadlines can be requested from [lanerental@eastsussex.gov.uk](mailto:lanerental@eastsussex.gov.uk)

Applications must be submitted using the application form provided.

The following information is provided to assist with completing the application form.

<b>Application Section</b>	<b>Guidance</b>
<b>1 – Terms and Conditions</b>	The Terms and Conditions document is separate but is included within the materials provided to you. Please ensure you read this document before signing.
<b>2 – Applicant Details</b>	Standard information including name, address and contact details. Further details requested about the group you are representing.  Please provide details of your agreed LRSG sponsor for your application. If you do not yet have a sponsor, please contact us.
<b>3 - Minimum Required Standards</b>	Not Required for ESCC applications. Explanation for questions provided in application.
<b>4 – Project Details</b>	This section gives you the opportunity to provide an overview of your project. Make sure it clearly explains what your project aims to achieve.  In your overview, please clearly state which of the following objectives your project will meet. This could be one or multiple:  - Disruption / Congestion Mitigation - Transport / Active Travel Improvements - Climate / Carbon / Health Improvements - Innovation / Research / Education - Infrastructure / Schemes / Systems  (See further information in Section 11)
<b>5 – Project Scope &amp; Delivery</b>	This section allows you to outline how the project will be delivered, including who will be involved and the key dates or timescales. Please indicate if any dates or timescales are estimates or subject to change.
<b>6 – Project Funding</b>	This section asks you to provide information relating to the funding of your project. Please specify whether you are requesting:  <ul style="list-style-type: none"> <li>• The full project cost</li> <li>• Partial Project cost (Please provide details of the proportion you are requesting)</li> <li>• Funding from other sources, or whether you have previously received funding for the same project, and</li> <li>• When you will require payments.</li> </ul>

	<p>You are also asked to provide a Cost Benefit Ratio, which may be included as either a written statement or a calculated figure.</p>
<b>7 – Project Objectives &amp; Benefits</b>	<p>The table in this section includes headers that explain the purpose of each column. Please provide as many objectives as necessary, detailing each one clearly.</p> <p>Explain the benefits of the project. For example, you may describe how it will provide a cycle route that links local areas or improves access to facilities through active travel. Indicate whether the project is limited to a specific location (and show this location) or whether it will deliver wider benefits across an area, region, or beyond.</p> <p>Explain when the benefits of the project are likely to be realised. For example, will benefits occur only during the construction phase, after the project has been completed, or once a proof of concept has been embedded as an operational process? Please also detail the expected duration over which the project will deliver these benefits. For instance, future-proofing measures may have a full life span (e.g., 60+ years), whereas a traffic management project may only deliver benefits for the duration of the works (e.g., 50 days).</p> <p>Identify which stakeholders will benefit from the proposal, such as facility users, bus users, cyclists, or all road users.</p> <p>Please provide evidence to support any statements made regarding the benefits. For example, if you state that 100 pedestrians will be affected per day, include the source of this information - such as data from a manual count commissioned during a pre-application stage.</p> <p>Evidence should also be provided for any claims relating to journey time savings, reductions in the number of works, or similar quantified benefits.</p>
<b>8 – Project Risks</b>	<p>This section requires you to provide a standard risk assessment.</p>
<b>9 – Additional Information</b>	<p>If there is any information you consider important but which does not fit into any of the previous sections, please include it here. Alternatively, if a business case, feasibility study, technical report, or similar supporting document already exists for the project, this is the appropriate section to provide it.</p>
<b>10 - Submission</b>	<p>The signatory to the application is confirming that the information provided is, to the best of their knowledge,</p>

	factually correct.
<b>11. Scoring</b>	<p>All applications will be assessed against the following criteria relevant to the individual project:</p> <p><b>Disruption / Congestion Mitigation</b>  Will the project reduce congestion?  Will the project reduce disruption during street works?</p> <p><b>Transport / Active Travel Improvements</b>  Will the project improve transport routes?  Will the project improve or encourage active travel?</p> <p><b>Climate / Carbon / Health Improvements</b>  Will the project have a positive impact on the climate?  Will the project reduce emissions?  Will the project improve the health or safety of residents/workers?</p> <p><b>Innovation / Research / Education</b>  Will the project introduce a new innovative idea to the industry?  Will the project provide useful research for the development of the industry?  Will the project educate residents/ workers?</p> <p><b>Infrastructure / Schemes / Systems</b>  Will the project repair or improve infrastructure?  Will the project assist in the delivery of a scheme?  Will the project improve the operation of systems?</p>