

WCC Modelling Protocol

Advice Note 007 – Guidance on Model Submission

Protocol Category	Modelling Reviews	Version	002
Prepared by	Warwickshire County Council	File reference	WCC_MP_AN07.V002
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Introduction

1. This advice note (AN) has been produced to supplement the Warwickshire County Council (WCC) Model Use Protocol (MUP) which governs the access and use of WCCs suite of models.
2. This note is part of a series of advice notes which provide guidance on different aspects of the development and application of the existing suite of models.

Purpose of This Note

3. This note sets out what WCC expect to be submitted upon completion of an assessment exercise undertaken using WCCs models provided under licence.
4. This note is specifically relevant, but not limited to, to those parties who have licensed out modelling assets from WCC for the purpose of providing evidence to support a Transport Assessment.
5. Submission of the information listed within this note is the responsibility of the licensee to oversee. No expectation should be given that the modelling consultants will provide this on behalf of the licensee.
6. The only exception to this is with regards the models and log files where it is recognised that, due to file size and the specialist software requirements, this information may be submitted to WCC on behalf of the licensee via the modelling consultant. In that instant it is expected that the licensee will specifically instruct the framework consultant to submit the necessary information. No assumption should be made by the licensee that the information is automatically provided to WCC by the modelling consultants.
7. The remainder of this note sets out the information which should be provided as part of the licence agreement.
8. A separate note has been prepared to explain the expected timescales for review of the deliverables (AN006¹).

¹ Advice Note 006 – Modelling Response Times

Traffic Models

9. It is expected that all Traffic Models that have been presented within the TA, either as the main assessments or as sensitivity tests, will be provided inclusive of log runs collected and reported as available.
10. Where log runs are not provided, it is expected that the reasons for such an omission will be stated upon submission.
11. It is acceptable for the models and Log runs to be provided to WCC direct from the modelling consultant upon instruction from the licensee or their representatives.

Modelling Assumptions

12. As part of the modelling submission, information should be provided alongside the models to provide WCC with an indication of the treatment of the following within the modelling scenarios:
 - Trip Generation (inputs and checks to confirm the level of correspondence within the model).
 - Trip distribution (including the source and any graphical representations that will allow visualisation of the inputs).
 - Network amendments (including locations, justification, drawings if appropriate, assumptions around calibration and, where possible, a figure illustrating the key changes applied within the model).
 - Zone reconfiguration (including new zones, zone locations and any other adjustments to allow WCC to easily identify changes in the demands)
 - Trip profiling assumptions (outlining how the 5-minute release profiles have been selected or derived for the purposes of representing the development trip loading patterns)

Demand Build Spreadsheets

13. When assessing a development through WCCs models it will be necessary to account for the predicted movement of development generated trips within the model.
14. The expectation is that, in most circumstances, this will be achieved via the development of one or more discrete assignment matrix which will be included within the model alongside appropriate vehicle types and, if they are being derived from new data, trip profiling assumptions.
15. The exercise of creating the demand matrices is completed outside of the modelling software and so it is expected that this information will be made available to WCC for review.
16. WCC welcome the opportunity to agree the scope of the modelling and the input assumptions in advance of the models being run. If that step is not undertaken then the runs that are completed are done so at the licensee's risk until such time as inputs have

been agreed as acceptable. The associated risk and responsibility of these actions is for licensee and their representatives to manage.

Model Results

17. The model outputs which it is expected will be reported are documented within Protocol Advice Note 003, Model Analysis and Reporting.
18. It is expected that, upon completion of the modelling assessment, the outputs for the fully modelled area will be submitted in spreadsheet format to WCC for interrogation. It is not expected that the licensee will provide interpretation of all outputs within the assessment. However, as all areas of the model are reported as standard a spreadsheet containing this information should be provided to WCC.
19. Accompanying that spreadsheet, WCC expect to receive written confirmation on:
 - The scenarios reported within the spreadsheet.
 - The number of runs used for each scenario.
 - The type of outputs reported.

Submission Method

20. The submission of the corresponding documents for the TA Review should be done using WCC Traffic Modelling system² unless previously agreed.

² <https://www.warwickshire.gov.uk/modelling-surveys>