

WCC Modelling Protocol

Advice Note 006 – Modelling Response Times

Protocol Category	Modelling Reviews	Version	001
cc	Warwickshire County Council	File reference	WCC_MP_AN06.V01
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Introduction

1. This Advice Note (AN) supplements the Warwickshire County Council (WCC) Model Use Protocol (MUP) which governs the access and use of WCCs suite of models.
2. This Advice Note (AN) identifies factors which Warwickshire County Council (WCC) consider will impact upon response times during the review of modelling evidence submitted in support of planning applications.

Purpose of Note

3. WCC require microsimulation modelling evidence (dependent on scale of development- AN000¹) to inform Transport Assessments for development proposals. The greater level of insight provided through microsimulation adds an extra level of complexity in the review of models and their outputs. Additionally, the greater focus on multi modal trip analysis in the context of the climate emergency and dealing with concurrent, unplanned/unallocated speculative development proposals adds further layers of complexity, and as a result, additional time for reviews.
4. To aid the scoping process, with regards the application of modelling in support of development assessments, WCC has developed this note to set out:
 - i. Processes a developer can follow to minimise response times;
 - ii. Modelling deliverables and when/how it should be submitted to minimise response times; and
 - iii. at what point WCC can inform a developer of the expected response times for modelling submissions.

Model Scoping

5. WCC Transport Planning recommend the applicant enters into formal pre-app scoping (<https://www.warwickshire.gov.uk/planningforms>) discussions with our Development Management team. As part of this process, Development Management officers will either invite, or ask the Transport Planners /Modellers opinion on, the modelling requirements

¹ Advice Note 000 – Model Licencing

- linked to a development proposal. These requirements will be based upon the scale, complexity and location of the development as set out in AN000.
6. WCC Transport Planning Officers will inform the applicant during scoping of any necessary model updates which may be required prior to commencing a project. In most cases the model will already be fit for purpose. In the majority of cases any base/ref case model updates deemed a necessary by WCC, will be addressed by WCC prior to releasing a model under licence (MUPAN000).
 7. During the scoping, WCC officers will advise on the preferred approach to assessment and the level of modelling required. WCCs approach to development assessment and requirement for microsimulation modelling is supported through LTP3 policy LUT5. WCC advises all applicants follow this approach.
 8. If microsimulation modelling is identified as a requirement to support the application, WCC request that the developer submits trip rate information relating to the development proposals for agreement in advance of commencement of detailed modelling. This information will be used to inform the modelling and is also required to identify the licence fee payable to access the suite of WCC microsimulation models (MUPAN000).

Key Points to Note to Minimise Response Times

Modelling Protocol

9. WCC Modelling Protocol has been developed to ensure that applicants are fully cognisant of the roles, responsibilities and expectations relating to the requirements and review of modelling work to support planning applications. It is recommended that the applicant reviews the protocol in order to minimise the risk of abortive work and to reduce the timescales relating to the review of modelling information.

Points of contact

10. All correspondence should be directed through the WCC Development Management officer dealing with the application. If the issue requires direct contact with Transport Planning officers, please ensure the Development Management officer is cc'd. Please do not assume that if correspondence has been sent to the Local Planning Authority, that this will be forwarded to Warwickshire County Council for consideration.

Commissioning modelling work

11. AN000 (Section 25-30) sets out the options an applicant has to progress the modelling requirements agreed during scoping discussions. It should be noted that any modelling commissioned by the applicant to inform the transport evidence is subject to separate contractual arrangements with the appointed modelling consultant. It is recommended that the model scoping prepared by the modelling consultant is agreed with WCC Transport Planning officers prior to commissioning the modelling work.

Submitting Modelling Work

12. AN003 Describes the expected deliverables to be submitted upon completion of the modelling work. This information is to be used as a guide to the core deliverables. WCC may request additional analysis in some circumstances. Please note the modelling review will only commence when all deliverables are provided.
13. Guidance on what should be submitted in relation to the modelling assessment is provided within AN007².
14. On some occasions an applicant may choose to submit a planning application prior to submission of the require modelling evidence – this approach is not recommended by WCC. Submitting a planning application and then following up with modelling evidence prior to planning committee will have no bearing on the response times. If insufficient time is allowed for the review of modelling information this will be reflected in our consultation response.

Modelling reviews

15. The review of modelling information can only take place once all expected deliverables are submitted.
16. Once all modelling information has been submitted, Transport Planning officers will be able to advise on the expected timescales required to undertake the review. In some circumstances, errors may be identified in the modelling or the modelling demonstrates there are severe network impacts. If this situation arises, additional outputs or modelling scenarios may be requested, these additional outputs will be subject to review. Officers will advise on review timescales following submission of the full dataset requested.
17. The timescale involved with undertaking the review are subject to a number of factors including scale and complexity of the development proposal, the location of the development and how easily the develop can be accommodated/integrated with the existing network, the models used and the adherence to the scoping advice, and the current work load of officers.
18. If time permits Transport Planning officers may share the outcome of the modelling review with the applicant, ahead of the planning committee. However, no guarantee can be made that this information will be available nor can any assurances be provided that issues identified through the modelling review can be resolved prior to the committee date. As such WCC would recommend that all modelling is completed ahead of the planning application submission.

² Advice Note 007 – Guidance on Model Submission

19. The modelling review is an internal document and officers will determine whether the information can be shared with the applicant. The modelling review is provided directly to colleagues in Development Management, this information along with responses from other internal consultees will form the basis of WCC's response to the planning application consultation.