

# Part 1 ▶ Pre-application Development Management



## 1.1 Introduction

This part of **The Warwickshire Design Guide** sets out Warwickshire County Council's (WCC) processes and requirements for the pre-application stage of a development programme.

It details the assessment requirements, methodology and documentation needed by WCC to understand the impact of development proposals on highway and transport networks across the County. These supporting documents are essential to support development proposals through the planning process.

New developments, which are speculative or identified within adopted Local Plans, generate an increase in demand across Warwickshire on all modes of transport.

Accommodating this increase in travel demand and ensuring access to key employment opportunities, educational and health services effectively and with minimal delay is crucial to support Warwickshire's economy. This must be done whilst ensuring impacts are effectively mitigated to protect local communities and the environment.



### 1.1.1 Policy and Guidance Documents

This part of the guide must be read and utilised with regard to the following policy and guidance documents, noting where appropriate, the class of road to be designed:

- **National Planning Policy Framework (NPPF)** ([www.gov.uk/government/publications/national-planning-policy-framework--2](http://www.gov.uk/government/publications/national-planning-policy-framework--2))

- **National Planning Practice Guidance** ([www.gov.uk/government/collections/planning-practice-guidance](http://www.gov.uk/government/collections/planning-practice-guidance))
- **DfT Circular 02/2013 – Strategic road network and the delivery of sustainable development** ([www.gov.uk/government/publications/strategic-road-network-and-the-delivery-of-sustainable-development](http://www.gov.uk/government/publications/strategic-road-network-and-the-delivery-of-sustainable-development))
- **Department for Transport** ([www.gov.uk/government/organisations/department-for-transport](http://www.gov.uk/government/organisations/department-for-transport))
- **Design Manual for Roads and Bridges (DMRB)** ([www.standardsforhighways.co.uk/dmr/](http://www.standardsforhighways.co.uk/dmr/))
- **Manual for Streets (MfS)** ([www.gov.uk/government/publications/manual-for-streets](http://www.gov.uk/government/publications/manual-for-streets))
- **Manual for Streets 2 (MfS2)** ([www.gov.uk/government/publications/manual-for-streets-2](http://www.gov.uk/government/publications/manual-for-streets-2))
- **Warwickshire Local Transport Plan (LTP)** ([www.warwickshire.gov.uk/localtransportplan](http://www.warwickshire.gov.uk/localtransportplan))

<b>North Warwickshire Borough Council</b> ( <a href="http://www.northwarks.gov.uk/info/20002/planning">www.northwarks.gov.uk/info/20002/planning</a> )	<b>North Warwickshire Local Plan</b> ( <a href="http://www.northwarks.gov.uk/forward-planning/local-plan-north-warwickshire">www.northwarks.gov.uk/forward-planning/local-plan-north-warwickshire</a> )
<b>Nuneaton and Bedworth Borough Council</b> ( <a href="http://www.nuneatonandbedworth.gov.uk/planning">www.nuneatonandbedworth.gov.uk/planning</a> )	<b>Nuneaton and Bedworth Local Plan</b> ( <a href="http://www.nuneatonandbedworth.gov.uk/adopted-borough-plan/borough-plan-1">www.nuneatonandbedworth.gov.uk/adopted-borough-plan/borough-plan-1</a> )

<b>Rugby Borough Council</b> ( <a href="http://www.rugby.gov.uk/planning-and-building-control/">www.rugby.gov.uk/planning-and-building-control/</a> )	<b>Rugby Local Plan</b> ( <a href="http://www.rugby.gov.uk/w/local-plan-2011-2031/">www.rugby.gov.uk/w/local-plan-2011-2031/</a> )
<b>Warwick District Council</b> ( <a href="http://www.warwickdc.gov.uk/info/20410/info/20376/planning_policy">www.warwickdc.gov.uk/info/20410/info/20376/planning_policy</a> )	<b>Warwick Local Plan</b> ( <a href="http://www.warwickdc.gov.uk/info/20410/new_local_plan">www.warwickdc.gov.uk/info/20410/new_local_plan</a> )
<b>Stratford-on-Avon District Council</b> ( <a href="http://www.stratford.gov.uk/planning-building/planning-policy.cfm">www.stratford.gov.uk/planning-building/planning-policy.cfm</a> )	<b>Stratford-on-Avon Local Plan</b> ( <a href="http://www.stratford.gov.uk/planning-building/core-strategy.cfm">www.stratford.gov.uk/planning-building/core-strategy.cfm</a> )

Consideration must also be given to other SPDs, Planning Policy documents and Neighbourhood Plans for relevant communities where they have been written. Further information and documents can be found on Local Authority Planning websites



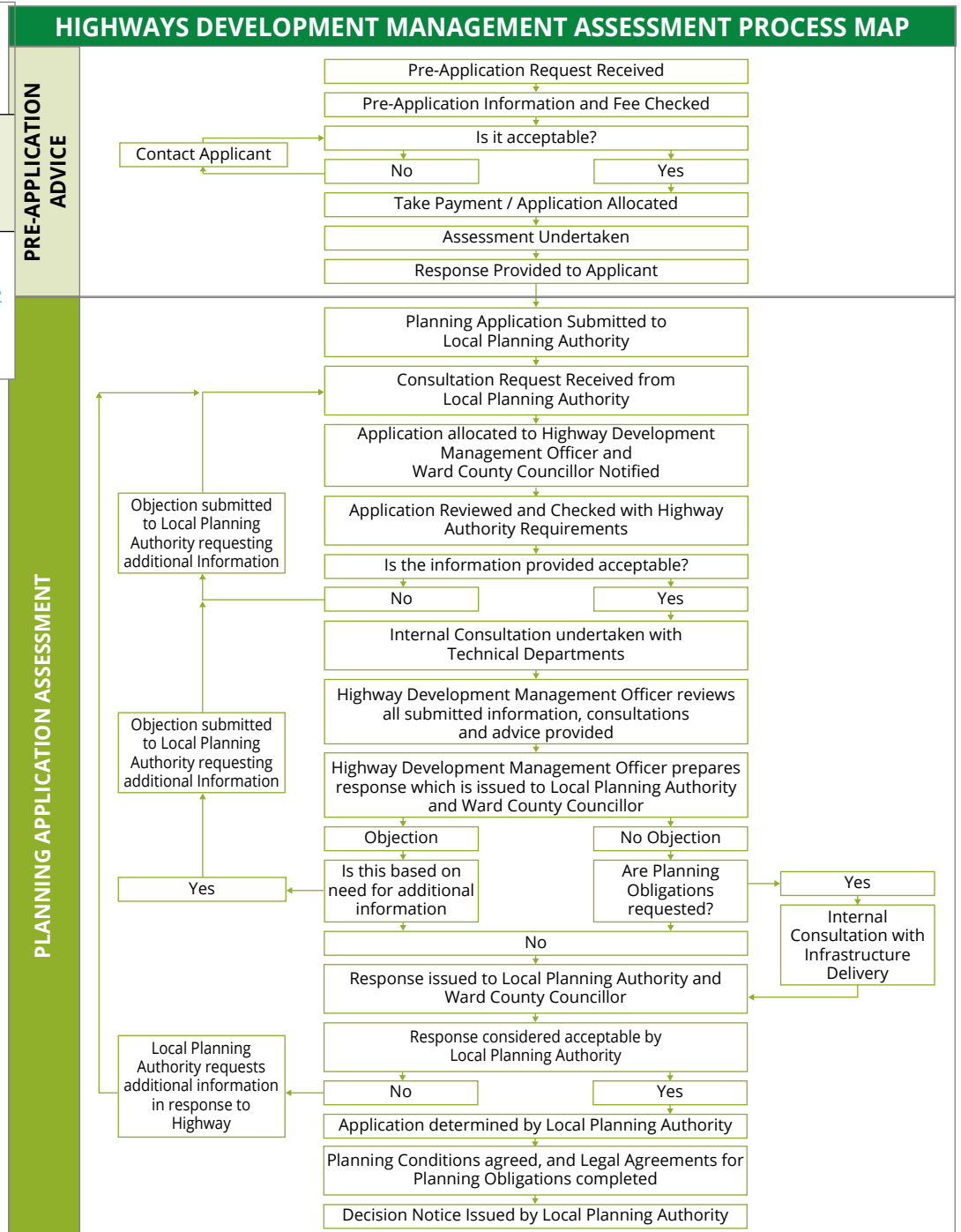
### 1.1.3 Development Management Process

The whole development management process is presented in the process map shown in Figure 1.1.

This part of The **Warwickshire Design Guide** contains guidance on the following processes which occur at the initial stages of scheme development

- 1.2 Pre-Application advice
- 1.3 Transport Assessments
- 1.3 Design proposals for mitigation strategies
- 1.4 Supporting information required
- 1.5 Reserved Matters applications

Figure 1.1 – Development Management Process Map





## 1.2 Pre-Application Advice

National and local guidance in both planning and transport policy identifies the merits and value of early discussions regarding assessments to identify transport matters. This ensures that all parties understand the key issues which need to be considered and addressed in respect of development proposals. In addition, the discussions will indicate the scope and level of assessment which will be required.

WCC therefore recommends that pre-application discussions are held with the County Council in its function as the Local Highway and Transport Authority. In addition, to provide added value, the Local Planning Authority should be invited to such meetings as well as third parties who may have an interest due to the operation of their networks. These could include National Highways, Network Rail and neighbouring Local Highway and Transport Authorities.

As a first step in the process, developers should enter into a pre-application agreement with the County Council.

**The Highway Authority would expect developers/applicants to apply for pre-application advice a minimum of 6 months prior to the proposals being submitted to the LPAs.**

This process requires the completion of the identified proforma and provision of fees in accordance with the guidance document provided in Annex 1.1: Pre-application advice. This advice would be valid for 12 months from date of issue notwithstanding any changes to modelling assumptions, planning consents or highway alterations which may occur.



## 1.3 Transport Assessments

The need for and level of formal assessment can be determined in consultation with the applicant and the relevant authorities if pre-application advice has been undertaken.

Furthermore, developers should be aware there may be a need to include specific assessment of environmental impacts of the development proposals.



### 1.3.1 Level of Assessment

If an assessment is required, there are two levels;

- **Transport Statement (TS)** - development that has relatively small transport implications.
- **Transport Assessment (TA)** - development that has significant transport implications.

In accordance with Warwickshire's 2011 Local Transport Plan, where significant development is proposed, the County Council will require the use of microsimulation modelling techniques to support the Transport Assessment process. The County Council will also work with applicants to scope the individual requirements for the sites/ areas under assessment. For further details please consult the **WCC Modelling Protocol** ([www.warwickshire.gov.uk/modelling-surveys/traffic-modelling-development-assessments/1](http://www.warwickshire.gov.uk/modelling-surveys/traffic-modelling-development-assessments/1)).

### **Warwickshire County Council Modelling Protocol for Development Assessment;**

S-Paramics (or other micro-simulation) transport modelling is required to understand the wider implications of the development over a certain size in terms of increased traffic flows and capacity issues within the area. It is considered that traditional isolated junction methodologies do not fully reflect the impact, detailed interaction of junctions, queuing and blocking back, vehicle release profiles, road user behaviour, and wider area effects of development.

We therefore request that developers adhere to the WCC Modelling Protocol for Development Assessment. By following this process, WCC hope to reduce potential disagreements on assessment approaches in the future. WCC Modelling Protocol for Development Assessment has been produced to provide developers with guidance on WCC requirements for the modelling of development sites, in terms of:

- Why WCC require micro-simulation modelling and thresholds of different types of modelling requirements;
- Current WCC model coverage;
- Guidance on the minimum data requirements that must be submitted to WCC prior to undertaking development assessment in Warwickshire's S-Paramics models;
- Information on how WCC models deal with background, committed and Local Plan development related traffic growth in Future Year S-Paramics models; and,
- The minimum requirement for undertaking an assessment of the impact of the developments on the highway networks.

Alongside the provision of the microsimulation modelling, WCC as the Highway Authority, may also require the provision of Junction Capacity Assessments for all access and mitigation junctions. This will provide clear evidence to demonstrate that the proposals will not have a severe or detrimental impact upon the efficient operation of the highway network. These details will be determined through the scoping and assessment process.

Where mitigation phasing is required, the Highway Authority will work with applicants to phase mitigation and infrastructure requirements by utilising the modelling procedures, ensuring the development can come forward in a sustainable and viable manner, whilst mitigating their impact on the highway network.



### **1.3.2 Accompanying Information Required**

Every Transport Assessment and Transport Statement must be accompanied by the following information to ensure the transport information submitted is valid to support a planning application, unless advised in writing by the Highway Authority.

If the following information is not provided, the Highway Authority will submit a response to the Local Planning Authority requesting the information which will not be lifted until the Highway Authority is satisfied with the information provided.

#### **a) Trip Generation Methodology**

The Highway Authority requires the provision of a clear methodology to be provided with the supporting transport assessments. This will clearly set out how the trip generation of the development has been calculated and reference the relevant evidence base and tools which have been utilised.

For certain types of development, the Highway Authority may recommend the use of locally derived trip rate information, this

will be determined during scoping discussions. Further details are available in the **WCC Modelling Protocol** ([www.warwickshire.gov.uk/modelling-surveys/traffic-modelling-development-assessments/1](http://www.warwickshire.gov.uk/modelling-surveys/traffic-modelling-development-assessments/1)). The Highway Authority recommends, in most cases, the use of the TRICS database as the preferred tool from which the trip generation should be calculated from. Further information can be found using the following link [www.trics.org](http://www.trics.org)

The Highway Authority will also require the provision of the output files of the trip calculations from TRICS to be provided as an appendix to the assessment report.

### b) Trip Distribution Methodology

The Highway Authority will require the provision of the methodology and outputs of the trip distribution utilised for the assessments. The Highway Authority recommends the trip distribution utilises Mobile Phone Network Data, which provides accurate information on origin and destination data. It is considered that this approach is also more up to date when compared with Census Data and therefore more robust.

Further information on obtaining Mobile Phone Network Data, can be found by consulting the **WCC Modelling Protocol** ([www.warwickshire.gov.uk/modelling-surveys/traffic-modelling-development-assessments/1](http://www.warwickshire.gov.uk/modelling-surveys/traffic-modelling-development-assessments/1)).

For certain types of development, it may be necessary to base distribution on gravity modelling, Retail Impact Assessments (for retail development), existing employee distribution data or other bespoke approaches to be agreed at scoping.

### c) Microsimulation Modelling Documents

For details of the expected deliverables, consult the WCC Modelling Protocol. Also note, review timescales are dependent on submission of all deliverables in accordance with the Modelling Protocol.

### d) Junction Impact Modelling

To aid the Highway Authority, assessment junction impact modelling may be required to assess all new access arrangements and mitigation improvements on the Highway Network.

The Highway Authority recommends the following programmes are utilised for the following junction types;

- Simple Priority 'T' Junction – Junctions 10 or latest version
- Ghost Right Turn Priority Junction – Junctions 10 or latest version
- Roundabout Junction Arrangement – Junctions 10 or latest version
- Signalised Junction Arrangements - LINSIG

In the case of Junctions 10 modelling, the Highway Authority will require the provision of the output reports to support the Transport Assessment Report.

With regards to LINSIG modelling, the Highway Authority will require the provision of the output files and the LINSIG Model will need to be assessed fully by the Highway Authority.

Where microsimulation modelling has been requested, the traffic flows used in Junction Impact Modelling should be derived from microsimulation models. Further details are available within WCC's Modelling Protocol.

### e) Evaluation of Mitigating Measures

The Highway Authority reserves the right to request a contribution towards traffic monitoring to ascertain the impact of the development and the effectiveness of any mitigating measures undertaken. This may require the installation of traffic monitoring equipment, with associated ongoing maintenance and servicing costs for up to five years. The number of monitoring sites required will be determined by the number of entrances/junctions to the site



## 1.4 Design of the Highway Mitigation Strategy

In most cases, development will require some form of mitigation to be designed so that traffic both using and generated by the development will be accommodated within the existing and/or future highway network. The Highway Authority will require technical drawings to support any mitigation schemes, alongside suitable strategic and junction modelling to ensure they meet the Highway Authority's standards and requirements. It may be necessary to provide additional capacity assessments that demonstrate when the delivery of the mitigation will be necessary. The applicant must also demonstrate they can be undertaken within land under the landowners' control and/or the adopted/maintainable highway boundary.

The Highway Authority will also require a design statement which sets out the design philosophy for the proposed scheme, the standards utilised and the justification for any departures or relaxations of the required standards.

**The key process for determining which national design standards WCC consider appropriate to use for a particular situation is shown in Figure 1.2 which must be read in conjunction with Table 1.1 Road Hierarchy.**

In addition to providing general advice to pre-app schemes, if any departures and relaxations are likely, it is recommended the applicant applies for pre-application guidance to get support and constructive advice from the Highway Authority at the earliest opportunity.

If the strategy is deemed acceptable, the Highway Authority will then identify the suitable mechanism for delivery. There are four mechanisms identified below;

- Section 38 New Adoptable Highway – Highways Act 1980
- Section 184 Minor Works – Highways Act 1980
- Section 278 Works – Highways Act 1980; and
- Section 106 Obligations – Town and Country Planning Act 1990

Those schemes which will be delivered through the identified mechanisms under the Highways Act 1980 will be conditioned with a suitable trigger agreed with the Local Planning Authority.

Those schemes which will be delivered through an obligation under Section 106 of the Town and Country Planning Act 1990, will also be assessed in accordance with the Community Infrastructure Levy Regulations 2010 and the following tests. For them to be acceptable in planning terms, these tests are;

- Necessary to make the development acceptable in planning terms
- Directly related to the development; and
- Fairly and reasonably related in sale and kind to the development

Further guidance and information on Section 106 Planning Obligations can be found in the **Warwickshire County Council Developer's Guide to Infrastructure Contributions** ([www.warwickshire.gov.uk/developercontributions](http://www.warwickshire.gov.uk/developercontributions)).

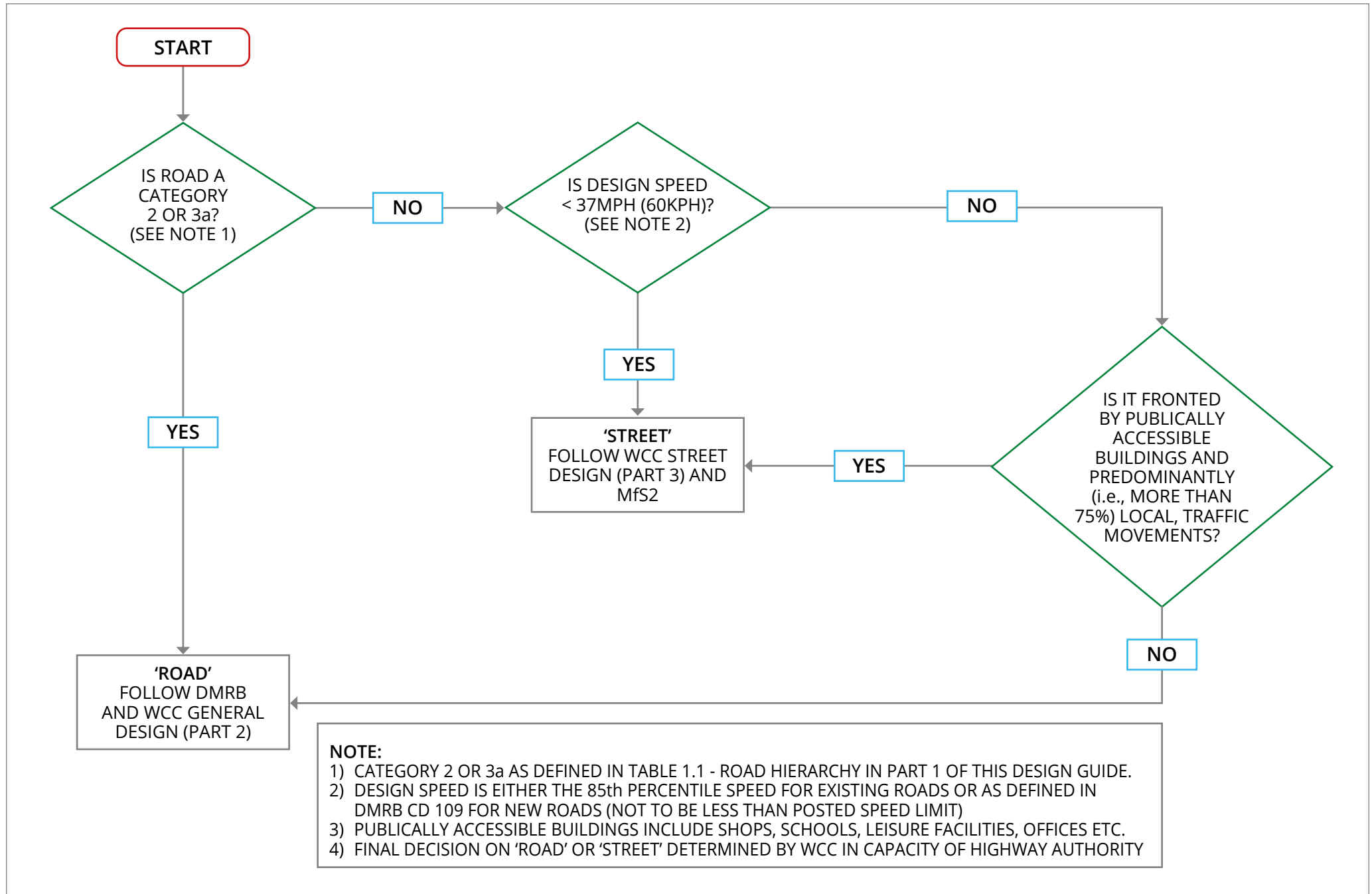


Figure 1.2 – Flow Chart to Determine 'Road' or 'Street'

	Category	WCC Category	Type of Road General Description	Description
1	<b>Motorway</b>		Limited access - motorway regulations apply	Routes for fast-moving long-distance traffic. Fully grade separated and restrictions on use.
2	<b>Strategic Route</b>		De-trunked and some Principal 'A' class roads between Primary Destinations	Trunk and some Principal 'A' class roads between Primary Destinations
3a	<b>Main Distributor</b>	<b>Primary Road</b>	Major Urban Network and Inter-Primary Links	Roads between Strategic Routes and linking urban centres to the strategic network with limited frontage access.
3b	<b>Secondary Distributor</b>	<b>Secondary Route</b>	Through routes carrying bus, HGV and local traffic with frequent junctions. Unlimited unit numbers with multiple points of access onto a road of the same or higher category.  Where a bus route is proposed, segregated pedestrian/cycle provision will be necessary with no direct frontage access other than private shared driveways serving 6 units.  Also used for industrial estate roads.	In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network.  In residential and other built-up areas these roads will have 20 or 30 mph speed limits. This will be required to accommodate high levels of pedestrian and cycle activity with informal or controlled crossing facilities. Should on-street parking be accepted, a wider corridor will be required to accommodate buses and bus infrastructure.  Industrial estate roads will not normally be adopted.
4a	<b>Link Road</b>	<b>Tertiary Road (Type 1)</b>	Roads connecting to the Primary and Secondary Distributor Network with frontage access and frequent junctions.  Can be through roads, to serve a maximum of 200 units with a second point/emergency access, or culs-de-sac serving a maximum of 150 units.	In rural areas these roads link the smaller villages to the distributor roads.  In urban areas these are residential interconnecting roads designed to limit vehicle speeds to 20mph, with high quality connectivity and permeable pedestrian and cycle routes.
4b	<b>Local Access Road</b>	<b>Tertiary Road (Type 2)</b>	Culs-de-sac with a design speed of 20mph serving a maximum of 50 units. Should not be designed to access land with the potential for further development.	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often unsuitable for HGVs.  In urban areas they serve a small number of residential properties with no vehicular access provided for other amenities / facilities.
	<b>Minor road</b>	<b>Private Driveways</b>	Serving up to 6 units from a driveway crossover/dropped crossing.	Roads to remain private/unadopted.

Table 1.1 – Road Hierarchy





### 1.4.1 Site Access Arrangements

At pre-application stage, the Highway Authority will require a technical drawing which, at the very minimum, demonstrates the required visibility splays of the proposed access arrangements can be achieved as part of the development proposals.

The visibility splays must be in accordance with the appropriate national design standards as determined in Figure 1.2. It is recommended the developer obtains confirmation in writing by the Highways Development Management Team of whichever is considered the most appropriate option early in the design process to avoid the risk of redundant work.

In addition, if the gradient of the highway within the proximity of the site access poses a potential risk to visibility, the Highway Authority reserves the right to request visibility splays, based on the vertical alignment, to demonstrate the level of visibility splay and forward stopping sight distances which could be achieved on the existing carriageway.

The Highway Authority will also require vehicle tracking drawings to demonstrate the safe design and layout of proposed access arrangements. In most cases this requires tracking of a waste refuse vehicle, a fire tender vehicle and a medium passenger vehicle (MPV) as an example for residential developments.

The Highway Authority may also require tracking for articulated heavy goods vehicles or a bus service vehicle, and these should be agreed with the Highway Authority beforehand based on the type and scale of development.



### 1.4.2 Structures

Early consultation with the WCC Highway Development Management Team is recommended to discuss new structural proposals and to determine whether Technical Approval

processes need to be applied. Advance fees will be agreed prior to any consultation and calculated according to the scale of the undertaking. The purpose of these consultations will be:

- To determine the appropriate form of the structure
- To determine the structural category of the structure to CG300
- To understand the Highway Authorities requirements if the structure is to be adopted (see Part 7.8)

For Category 0 and 1 structures to CG300, the consultation is optional and may be based upon preliminary general arrangement drawings. For larger Category 2 and 3 structures, consultation is mandatory and will involve preparing a Feasibility Study demonstrating how the preferred structural solution has been chosen and agreed with the Highway Authority.

A process flowchart for the various stages relating to structures within developments is shown in Annex 7.2. Guidance on the appropriate category for a structure is provided in Part 7 and in Annex 7.3.



### 1.4.3 Street Furniture and Street Lighting

Early consultation with the WCC Highway Development Management Team is recommended to discuss new street furniture such as traffic signs and street lighting requirements. For further guidance see Part 8



### 1.4.4 Traffic Signal Junctions

Early consultation with the WCC Highway Development Management Team is recommended to discuss proposed new signalised junctions. For further guidance see Part 2.9.



### 1.4.5 Road Safety Audits

Warwickshire County Council's Road Safety Policy in the 2011 Local Transport Plan states that WCC will carry out Road Safety Audits or Reviews on all new schemes and alterations to the existing road network proposed by ourselves or others.

Before the Road Safety Audit is undertaken, the assessment brief and methodology must be agreed with the Highway Authority (Highways Development Management) and must include the scheme layout drawing and vehicle tracking drawings.

Once complete, the Road Safety Audit shall be submitted for consideration and review (Road Safety Team and Highways Development Management) and must be accompanied by a designer's response (as required). The Road Safety Audit is not recommended to be commissioned until the general principle of the scheme has been agreed with the Highway Authority. For further guidance see Part 4.



### 1.4.6 Impact on the Historic Environment

WCC can provide pre-application advice on archaeology and ecology, including hedgerows and historic landscape character.

Highways Development Management do not typically provide advice of impacts on historic buildings, similar structures, and Conservation Areas as this would normally be provided by Conservation Officers at the LPAs. For further guidance see Part 9.



### 1.4.7 Public Rights of Way (PRoW)

Developers and designers must be aware of Public Rights of Way (PRoW) that either cross new developments or are in the area surrounding new developments. WCC would not expect any PRoW to be lost because of new development. The PRoW Team should be consulted as early as possible should a development impact on a public right of way.

The Highway Authority may seek works or a financial contribution from developers to improve Public Rights of Way either on, or in the area surrounding new developments, to mitigate the additional use new residents will generate. Where the PRoW, or relevant part thereof, is over land within the control of the developer, the developer will be required to complete the works under a Section 278 Agreement. For improvements to PRoW outside of the developer's control, WCC may request a financial contribution and carry out the appropriate works. Such improvements may be secured by a Section 106 Agreement or by a suitably worded planning condition.

The contribution would usually be used for improvements to within 1.5 miles of the development, this being the radius used by a typical dog walker taking a 3 mile walk from the development and dog walkers usually being the most frequent users of PRoW surrounding a residential development.

The contribution amount requested is usually calculated by means of a formula which considers the following:

- the estimated length of public rights of way within a 1.5mile radius of the development
- the estimated cost of improvements to this network
- the cost per resident of these improvements based on residency figures for local wards
- the estimated number of future residents based on the type and number of houses



## 1.5 Supporting Information



### 1.5.1 Sustainable Transport Strategy

Large scale developments need to clearly demonstrate how they will provide and support sustainable transport infrastructure and services to enable viable alternatives to car-based journeys across the towns and villages of the borough / district.

It is important to also note that not all households have access to a car and therefore such transport options are viable to provide access to services and facilities alongside education and employment opportunities.

Developers should refer to Local Transport Note Cycle Infrastructure Design **LTN 1/20** ([www.gov.uk/government/publications/cycle-infrastructure-design-ltn-120](http://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-120)) for guidance when designing high-quality, safe cycle infrastructure whilst considering their sustainable transport strategy.



### 1.5.2 Travel Plans

Travel Plans are required for developments of employment, education, service facilities and retail use. Travel Plans set achievable targets to either reduce car usage and promote sustainable travel modes or reduce the need to travel using a variety of measures and tools.

Typical examples of measures used can include the provision of showers, lockers and changing facilities, car sharing schemes, bike purchase schemes, car sharing opportunities and flexible working schemes.

The Highway Authority does not require the provision of travel plans for residential developments at present, due to the ability to enforce such documents. However, a contribution will be

sought for the provision of Warwickshire Welcome Packs to each new household in a development of 10 dwellings and over. The Highway Authority will monitor the effectiveness of Travel Plans, in part, by traffic monitoring. This may require the installation of permanent traffic monitoring equipment and the authority may seek a contribution for both this and the ongoing costs of monitoring.



### 1.5.3 Parking Strategy

The Highway Authority will require a parking strategy for proposed developments which sets out the number and location of parking spaces within the development. These should accord with the parking standards set by the Local Planning Authority for vehicle and cycle parking requirements in the first instance. However, consideration must also be given to the provision of disabled user parking, priority parking (e.g., parent and child parking at retail developments and schools) and electrical vehicle charging points.

Where developments are reliant upon on-street parking provision the Highway Authority reserves the right to request parking surveys to be undertaken. These are mandatory in areas where Residents Parking Permit Schemes are in operation due to the potential impact the proposal may have on the available on-street parking provision.

When undertaking a Parking Survey, it must generally be in accordance with the Lambeth Methodology. The methodology, (including elements such as distance from junctions, parking bay lengths, etc), dates and times are to be agreed with the Highway Authority, prior to the survey being undertaken. Committed developments, University term times, large employer/factory fortnight and other significant events must be a consideration with surveys not being undertaken during such periods when these would not be representative of typical conditions.



### 1.5.4 Service and Delivery Strategy

For developments which require servicing and deliveries to occur regularly, the Highway Authority may request the provision of a Service and Delivery Strategy.

The requirement of such a document is to agree how sites and the proposed development will be serviced, the timings of these and how they are to be managed. Assessment of this information will inform whether these activities have a detrimental impact upon the safe and efficient operation of the highway network. The information should include, as a minimum, the type of vehicles, frequency and timing of visits, and routes that could be used.



### 1.5.5 Heavy Goods Vehicle (HGV) Routing Strategy

The Highway Authority will require any employment, retail or other uses which generate a significant number of heavy goods vehicles to submit an HGV Routing Strategy. This should focus on the primary highway network and minimise routing through existing communities, especially in rural communities. Consideration will need to be given to any SPG or LPA guidance regarding HGV movements.

For significant developments with substantial build out periods, the Highway Authority will also require the submission of a strategy for construction traffic, compound facilities and waiting area arrangements. Due to issues of highway safety and noise levels for local residents, the Highway Authority will not accept construction traffic waiting on the highway.



### 1.5.6 Temporary Access Arrangements

In certain instances, applicants may require temporary access arrangements to enable construction traffic to access the development site. Such details should be identified within the

submitted application to provide certainty for all parties.

However, should a Temporary Access Arrangement be required after planning permission has been granted, then applicants will need to seek advice from both the Local Planning Authority and the Highway Authority. In most cases Temporary Access Arrangements will require planning permission before a Minor Works (Section 184) Agreement is accepted by the Highway Authority.



### 1.5.7 Construction Management Plan

The Highway Authority reserves the right to request provision of a Construction Management Plan for development proposals and generally this is conditioned as part of the decision notice.

The Highway Authority will require this document to address the following matters;

- Existing traffic levels
- Predicted construction traffic levels and routing
- Construction delivery time periods
- Access/egress arrangements for all associated construction vehicles
- Location of the delivery compound within the development site
- Details (including swept paths) for on-site turning of construction vehicles (based on the largest vehicle that will be required to access the site)
- Location of the parking area for staff and contractors
- Details of measures to prevent delivery and construction traffic parking or waiting on the adopted Highway Network
- Details of measures to prevent mud, debris and detritus being deposited onto the highway network

The Highway Authority holds the right to require developers to undertake dilapidation surveys in accordance with Section 59 of the Highways Act 1980.



## 1.6 Preparing a Reserved Matters Application

The Highway Authority undertakes a thorough review and appraisal assessment of reserved matters applications and proposed site layouts. As with any application, the Highway Authority recommends that developers engage with the Highway Authority at the earliest opportunity utilising the Pre-Application process. This will enable constructive advice and guidance to be provided by the Highways Development Management Team and Highways Adoptions Team.

In addition, it will enable discussion concerning the requirements and standards required and agreement of the elements within the development that can be offered for adoption, and those which the Highway Authority will not formally adopt. In addition, the Local Planning Authority should also be invited to the discussions regarding reserved matters alongside the Highway Authority. This may assist in reducing the need for variations to approved planning permissions.



### 1.6.1 Requirements of a Reserved Matters Application

The Highway Authority requires the following technical drawings and documents to be submitted as part of a Reserved Matters Application. The scheme drawings should have the following details clearly annotated:

- Areas proposed for adoption
- Access road radii geometry
- Access road widths, particularly where there are any changes
- Treatment of junctions (in respect of speed management features); dummy junctions are not acceptable
- Visibility splays at junctions (including pedestrian junction

visibility splays), speed control bends, changes in alignment (which will require forward stopping sight distance), accesses

- Pedestrian crossing points at all junctions and at intervals of 100 metres
- Tracking/swept path analysis based on largest vehicle requiring regular access (with MPV passing or suitable intervisibility if MPV required to be temporarily stationary), refuse, fire appliance, MPV and on-line delivery vans
- Changes of material; block paving will not be accepted within turning heads
- Bus stop locations (where bus route is to be provided) to include details of bus stop plan annotating bus cage and waiting/boarding facility, details of proposed bus stop infrastructure (pole, real time information, shelter, etc)
- Parking plan layout to include dimensions of spaces, driveway lengths, aisle widths and garages
- Communal bin storage collection points to be located outside of the public highway and in accordance with either the latest British Standard document or as agreed with the Local Planning Authority
- Annotation of details regarding TROs (Traffic Regulation Orders), lining, etc that would have been referred to as part of the approved planning permission but may be Section 106/Section 278/Minor Works
- Annotation of public rights of way where these are affected by the proposed layout
- Position of street trees proposed within those areas which are to be proposed for possible adoption
- Provision of a Road Safety Audit Stage 1 and Designer's Response for the site layout as proposed which accords with the requirements of Policy LUT 8 of the Warwickshire Local Transport Plan 2011-2026 and guidance noted above. RSA brief to be agreed with the Highway Authority prior to the commission of the audit report.

Trees will be considered at Section 38 stage due to the approval procedure of street lighting. However, where they are to be an integral part of the street scene details should be included to give an understanding of the aspirations of the LPA/ developer with respect to this element of the site layout.

The developer is to advise, at the time of submission, if the development site falls within a 'Dark Skies' area as this will impact on any traffic calming/layout proposals.

Longitudinal drawings are to be submitted if it is not possible to achieve the adoptable standards as set out in Part 3. Of particular concern is where the overall street gradient is too steep and/ or numerous driveways/access crossovers may result in access difficulties for the mobility impaired. Such layouts may require a wider footway/footway-verge margin to be provided.

Design details can be found in Part 3 Street Design (Residential S38).