

## WCC Modelling Protocol

### Advice Note 03.2 – Modelling Response Timescales

#### Introduction

1. 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.

#### Background

2. WCC require microsimulation modelling evidence (dependent on scale of development- AN001<sup>1</sup>) 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 moving towards a more sustainable transport network and the climate emergency. Furthermore, dealing with concurrent, unplanned/unallocated speculative development proposals adds further layers of complexity, and as a result, additional time for reviews.
3. To aid the scoping process, with regards the application of modelling in support of development assessments, WCC has developed this note to set out:
  - a. Processes a developer can follow to minimise response times;
  - b. Modelling deliverables and when/how it should be submitted to minimise response times; and
  - c. at what point WCC can inform a developer of the expected response times for modelling submissions.

#### Model Scoping

4. 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 linked to a development proposal. These requirements will be based upon the scale, complexity and location of the development (as set out in MUPAN01).
5. 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 necessary by WCC, will be addressed by WCC prior to releasing a model under licence (MUPAN01).
6. 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 LTP4 policy MS4 WCC advises all applicants follow this approach.

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<sup>1</sup> Advice Note 01 – Model Licencing

7. 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 (MUPAN01).

#### **How to Ensure Efficient Response Times**

##### **Modelling Protocol**

8. 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 full, in order to minimise the risk of abortive work and to reduce the timescales relating to the review of modelling information.

##### **Points of contact**

9. 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**

10. MUPAN01 (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 any model scoping prepared by the modelling consultant is agreed with WCC Transport Planning officers prior to commissioning the modelling work.

##### **Submitting Modelling Work**

11. MUPAN03.1 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.
12. Guidance on what should be submitted in relation to the modelling assessment is provided within MUPAN03.4<sup>2</sup>.
13. In certain circumstances 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

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<sup>2</sup> Advice Note 03.4 – Guidance on Model Submission

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**

14. The review of modelling information can only take place once all expected deliverables are submitted.
15. 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.
16. The timescales 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 workload of officers.
17. 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.
18. 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.