

WCC Modelling Protocol

Advice Note 03.4 – Guidance on Model Submission

Purpose of This Note

1. This note sets out what WCC expect to be submitted upon completion of an assessment exercise undertaken using WCCs models provided under licence.
2. This note is specifically relevant, but not limited to, to those parties who have licensed modelling assets for the purpose of providing evidence to support a Transport Assessment.
3. It is the responsibility of the licensee to ensure submission of the information listed within this note. No responsibility should be inferred to the modelling consultant that this information will be provided on behalf of the licensee unless expressly instructed to do so.
4. 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. Even in these circumstances, it is expected that the licensee would instruct the sharing of files in advance.
5. WCC does not expect to have to request that the modelling information be submitted, the expectation is that this will be submitted as soon as possible within the assessment process to enable WCC the appropriate time to consider the information and check the models.
6. If WCC considers it necessary request supplementary information from the Licensee, WCC reserves the right to request any missing information from the Licensee in the first instance and, if this is not received, WCC may request the information directly from the modelling consultants.
7. The remainder of this note sets out the information which should be provided as part of the model submission under the licence agreement.
8. A separate note explains how these submission requirements must be satisfied to ensure suitable timescales for review of the deliverables (MUPAN03.2¹) is afforded to WCC.

Traffic Models

9. All Traffic Models that have been presented within the TA, either as the main assessments or as sensitivity tests, should be submitted to WCC via the Local Planning Authority, inclusive of the log runs relating to the model outputs.
10. Where log runs are not provided, it is expected that the reason 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.

¹ Advice Note 03.2 – Modelling Response Times

Modelling Assumptions

12. As part of the modelling submission, information should be provided alongside the models to enable WCC to check the treatment of the following parameters:

- 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 traffic generated 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 separately to the models and log runs.
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 than 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 are expected to be reported are documented within Protocol Advice Note 03.1, Model Analysis and Reporting.
18. 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 via the Local Planning Authority.