

Part 1 Pre-application Development Management

1.1 Introduction

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

It details the assessment requirements, methodology and documentation needed by Warwickshire County Council 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, such as those identified within adopted Local Plans or that are speculative, 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 that impacts are effectively mitigated to protect local communities and the environment.

This section of **The Warwickshire Design 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)
- National Planning Practice Guidance
- DfT Circular 02/2013 – Strategic road network and the delivery of sustainable development
- Department for Transport – WebTag
- Design Manual for Roads and Bridges (DMRB)
- Manual for Streets (MfS)
- Manual for Streets 2 (MfS2)
- Warwickshire Local Transport Plan (LTP)

Consideration must also be given to Local Land use Planning Policy documents and support supplementary planning documents for the following planning authorities;

North Warwickshire Borough Council

- [North Warwickshire Local Plan](#)

Nuneaton and Bedworth Borough Council

- [Nuneaton and Bedworth Local Plan](#)

Rugby Borough Council

- [Rugby Local Plan](#)
- [South West Urban Extension SPD](#)

Warwick District Council

- [Warwick Local Plan](#)
- [Kenilworth Design Brief](#)
- [Kings Hill Design Brief](#)

Stratford – on – Avon District Council

- [Stratford-on-Avon Local Plan](#)
- [Gaydon Lighthorne Heath SPD](#)
- [Canal Quarter Masterplan SPD](#)
- [Long Marston Airfield SPD](#)

Consideration must also be given to Neighbourhood Plans for relevant communities where they have been 'made'. Further information and the documents can be found on Local Planning Authority websites.

The whole development management process is presented in the process map 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

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

HIGHWAYS DEVELOPMENT MANAGEMENT ASSESSMENT PROCESS MAP

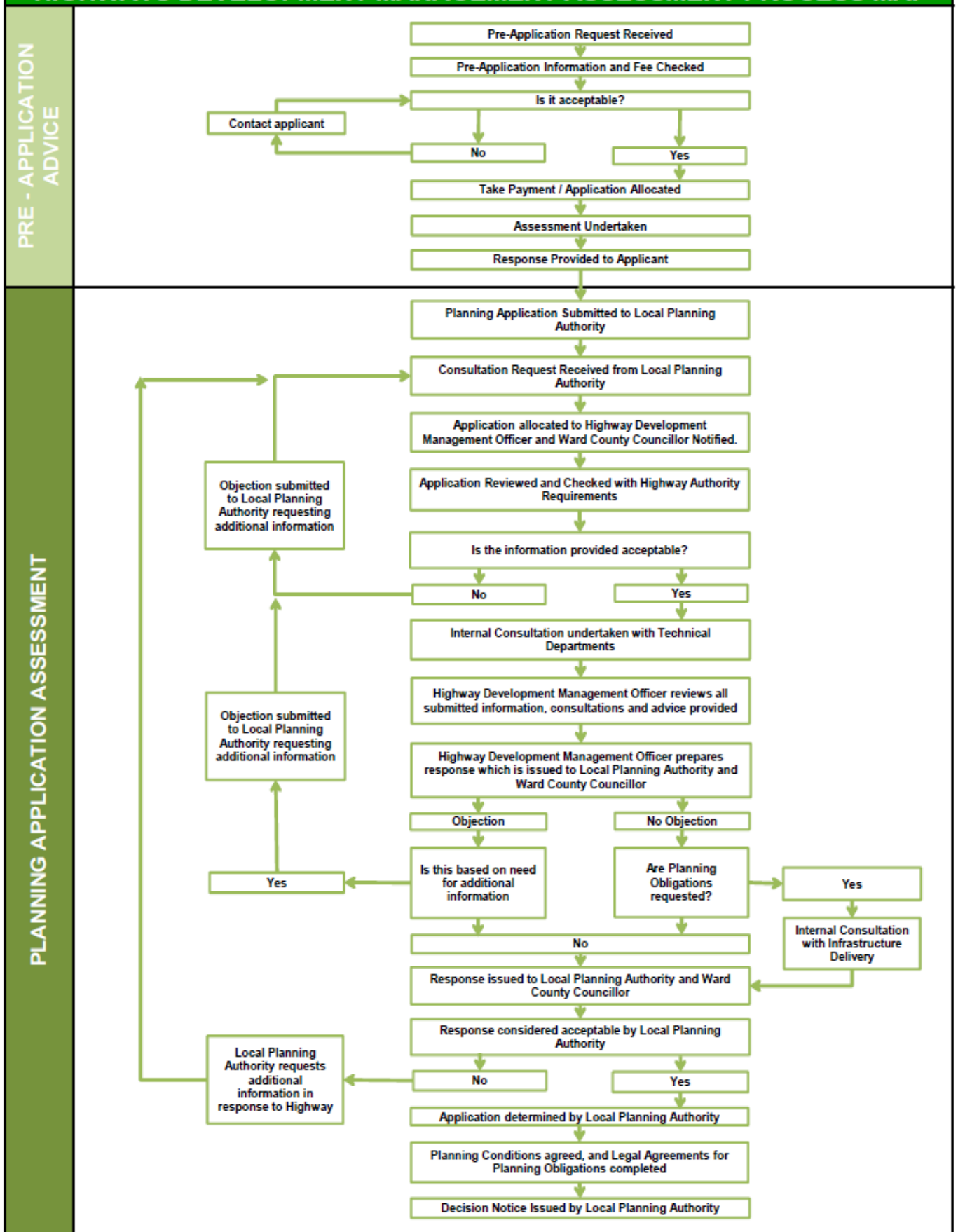


Figure 1.1 – Development Management Process Map

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 have an understanding of 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 Highways England, 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. This process requires the completion of the identified pro-forma and provision of fees in accordance with the guidance document provided in *Annex 1.1: Pre-application advice*.

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 that there may be a need to include specific assessment of environmental impacts of the development proposals.

Annex 1.2 Thresholds for Transport Assessments identifies the thresholds below which a formal assessment may not be needed and above which the preparation of a Transport Statement (TS) or a Transport Assessment (TA) is appropriate. The thresholds in Annex 1.2 are based upon development scenarios which typically generate 30 two-way peak hour vehicle trips. Whilst there is no suggestion that 30 two-way vehicle trips would, in themselves, cause a detrimental impact, it is a useful point of reference from which to commence the assessment.

A **Person Trip** is a one-way journey by **one person** by any mode of transport, including walking, cycling, privately operated vehicles, or any public transport modes. A **Vehicle Trip** is a one-way journey by a **single privately operated vehicle** regardless of the number of persons in the vehicle. **The criteria for determining the need for an assessment use two-way trips throughout** as a standard for assessing travel. Traffic refers to motorised trips on the highway network.

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.

Where a Transport Assessment is required, then Strategic Transport Modelling may be required in accordance with the Warwickshire County Council Modelling Protocols and requirements set out in Annex 1.2. Warwickshire County Council owns and maintains a number of strategic transport models across the County. Policy LUT 5 of the Warwickshire Local Transport Plan states that strategic transport modelling is required to support a transport assessment in accordance with the Warwickshire County Council Modelling Protocol.

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 strategic modelling, WCC as Highway Authority will also require the provision of Junction Impact 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 safe and efficient operation of the highway network.

Where 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.

Every Transport Assessment and Statement must be accompanied by the following information to ensure that 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.

- **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.

The Highway Authority recommends 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

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.

- **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 that 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 made through the following contact **XXXXXX(TPU to provide this?)**

- **Strategic Modelling Documents**

To aid the Highway Authority assessment the strategic modelling spreadsheets should be provided alongside the supporting transport assessment for the development proposals. These spreadsheets are

- Demands Build Spreadsheet; and,
- Model Results Spreadsheet.

In addition to the above the Highway Authority reserves the right to request the provision the Confidence Interval Analysis Outputs, to aid the assessment of the proposals.

- **Junction Impact Modelling**

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

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

- Simple Priority 'T' Junction – Junctions 9 or latest version
- Ghost Right Turn Priority Junction – Junctions 9 or latest version
- Roundabout Junction Arrangement – Junctions 9 or latest version
- Signalised Junction Arrangements - LINSIG

In the case of Junctions 9 modelling the Highway Authority will required to 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 to be assessed fully by the Highway Authority.

1.4 Design of the Highway Mitigation Strategy

Development will, in the majority of cases, require some form of mitigation to be designed so that the traffic generated and using the development will be accommodated into the existing highway network. The Highway Authority will require the provision of technical drawings to support any mitigation schemes, alongside suitable strategic and junction modelling to ensure they meet the Highway Authority's standards and requirements. The applicant must also demonstrate that they can be undertaken within the adopted and 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 Warwickshire County Council 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.

If departures and relaxations are required, it is recommended that 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 delivery mechanism for delivery. There are four mechanisms identified below;

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

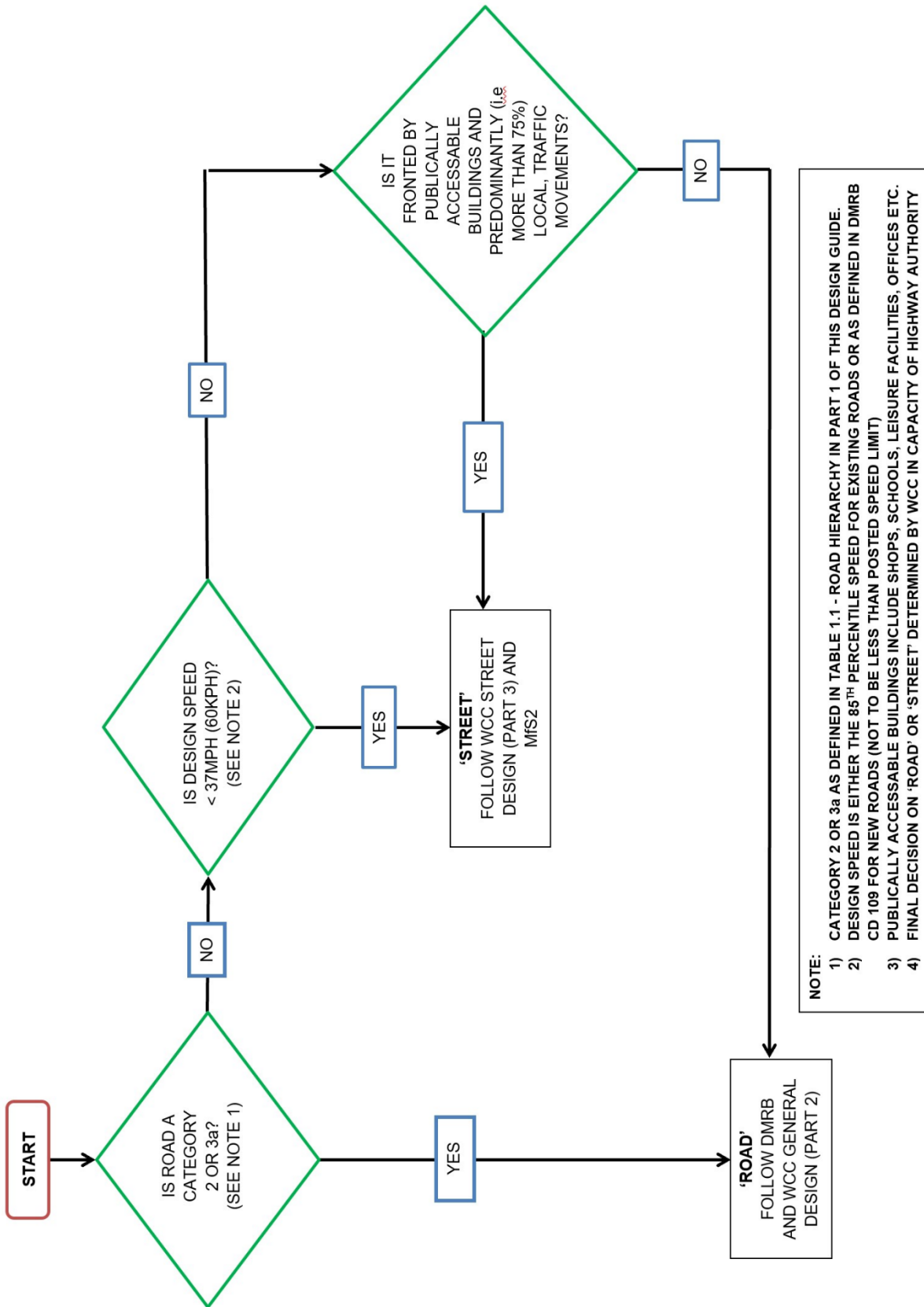
Those schemes which will be delivered through the identified mechanisms under the Highways Act 1980 will be conditioned with a suitable trigger agreed with the Local Planning Authority.

Those schemes which will be delivered through an obligation under S.106 of the Town & Country Planning Act 1990, will also be assessed in accordance with the Community Infrastructure Levy Regulations 2010 and the following tests. In order for the 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 S.106 Planning Obligations can be found in the [Warwickshire County Council Developer's Guide to Infrastructure Contributions.](#) **LINK REQUIRED!**

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



	Category	Type of Road General Description	Description
1	Motorway	Limited access - motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.
2	Strategic Route	De-trunked and some Principal 'A' class roads between Primary Destinations	Trunk and some Principal 'A' class roads between Primary Destinations
3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium distance traffic. Also known as a relief road.	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.
3b	Secondary Distributor	B and C class roads and some unclassified urban routes carrying bus, HGV and local traffic with frontage access and frequent junctions.	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 have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons.
4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions. Also known as a primary road.	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic. In urban areas these are residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking.
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic. Also known as a secondary road.	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.
	Minor road	Little used roads serving very limited numbers of properties. Also known as a tertiary road.	Locally defined roads.

Table 1.1 – Road Hierarchy

Site Access Arrangements

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

The visibility splays must be in accordance using the appropriate national design standards as determined using Figure 1.2. It is recommended that the Developer obtains confirmation of whichever is considered the most appropriate in writing by the Highways Development Management Team 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 has 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 the provision of vehicle tracking drawings to demonstrate the safe design and layout of proposed access arrangements. In most cases this requires tracking of the waste refuse vehicle 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.

Structures

Early consultation with the WCC Highway Development Management Team is recommended to discuss new structural proposals and 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 BD 2/12
- To understand the Highway Authorities requirements if the structure is to be adopted (see Part 7 paragraph 7.7).

For Category 0 and 1 structures to BD 2/12, 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 Part 7 Appendix 7B. Guidance on the appropriate Category for a structure is provided in Part 7 and in particular in Appendix 7C.

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

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

Road Safety Audits

Warwickshire County Council's Road Safety Policy RS25 set out in the Local Transport Plan 2011-2026 states that Warwickshire County Council will carry out Road Safety Audits 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, and must include the scheme layout drawing and vehicle tracking drawings.

Once complete the Road Safety Audit shall be submitted for consideration and must be accompanied with a designer's response. For further guidance see Part 4

Impact on the Historic Environment

WCC can provide advice on archaeology, along with hedgerows and historic landscape character. WCC do not typically provide advice on impacts on historic buildings (and similar structures) and Conservation Areas as this would normally be provided by Conservation Officers at the LPAs. However, WCC would normally highlight any areas where there could be an impact on such heritage assets, but would not normally provide the specialist advice. For further guidance see Part 9

1.5 Supporting Information

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 2020 Government Guidance for designing high-quality, safe cycle infrastructure when planning the sustainable transport strategy.

<https://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-120>

Travel Plans

Travel Plans are required for developments of employment, education and service facilities and retail uses. Travel Plans set achievable targets to 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 or 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 sort for the provision of Warwickshire Welcome Packs to each new household in a development over 10 dwellings.

Parking Strategy

The Highway Authority will require a parking strategy for proposed developments which sets out the number and location of the provision of parking spaces within the development. These should accord with the Parking Standards set by the Local Planning Authorities in the first instance. However consideration must also be provided for the provision of disabled parking, priority parking 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.

When undertaking a Parking Survey these must accord with the Lambeth Methodology. Also the methodology, dates and times will be agreed with the Highway Authority, prior to the surveys being undertaken.

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. Such uses where this could apply are retail, employment, food and drink, leisure and assembly uses. However other proposals also might require provision of such a strategy.

The requirement of such a document is to agree how sites and development will be serviced the timings of these and how they are managed. This will ensure that these activities do not have a detrimental impact upon the safe and efficient operation of the highway network.

Heavy Goods Vehicle (HGV) Routing Strategy

The Highway Authority will require any employment, retail or other uses which generate significant number of Heavy Goods Vehicles to submit a HGV Routing Strategy. This should focus on the primary highway network and minimise routing through existing communities, especially in rural communities.

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. The Highway Authority will not accept construction traffic waiting on the highway due to the impact on highway safety and noise issues for local residents.

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 the 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 (S.184) Agreement being accepted by the Highway Authority.

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;
- Location of the delivery compound within the development site;
- Details of measures to prevent delivery and construction traffic parking or waiting on the adopted Highway Network;
- Location of the parking area for staff and contractors;
- Details of measures to prevent mud, debris and detritus 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. Where such surveys are considered necessary these will be incorporated in to the Construction Management Plan for the development.

1.6 Preparing a Reserved Matters Application

The Highway Authority undertakes through review and appraisal assessment of reserved matters applications, and proposed site layouts. As within any application the Highway Authority recommends that developers engage with the Highway Authority at the earliest opportunity utilising the Pre-Application

Guidance. 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 on the requirements and standards required and agreement on the elements of the development which can be offered for adoption, and those which the Highway Authority will not formally adopt. In addition the Local Planning Authority should also be involved in the development of the reserved matters alongside the Highway Authority. This will also provide a faster service through the Section 38 Process, and reduced need for variations to approved planning permissions.

Requirements of a Reserved Matters Application;

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

- Areas which are proposed for adoption.
- Access road radii geometry.
- Access road width (particularly where there are any changes).
- Treatment of junctions (in respect of speed management features)
- Visibility at splays junctions, speed control bends, changes in alignment (which will require forward stopping sight distance), accesses (including pedestrian visibility splays).
- Tracking/Swept path analysis (based on largest vehicle requiring regular access)
- Changes of material.
- Provision of a Road Safety Audit Stage 1 for the site layout as proposed, and accords with the requirements of Policy LUT 8 of the Warwickshire Local Transport Plan and above guidance.
- Communal bin storage collection points (to be within 25.0 metres of the public highway)
- Annotation of details regarding TROs, lining, etc that would have been referred to as part of the approved planning permission but maybe S106/S278/Minor Works.
- Position of any trees proposed within those areas which are to be proposed for possible adoption.

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