

HIGHWAYS & TRANSPORTATION STANDING ADVICE ON PLANNING APPLICATIONS

1. INTRODUCTION

- 1.1. This document is intended to assist with consultation arrangements relating to planning applications referred for highways and transportation comments. Particularly, where a planning application may have only a minor implication on the adjacent highway and where a standard type of response from the Highways Development Control Team would be generally applied.
- 1.2. These guidelines can not offer a recommendation to suit all circumstances on all minor development proposals. Therefore, this document provides basic guidance to Development Management Case Officers, to enable a degree of evaluation and assessment to facilitate a reasoned and justified decision to be made, by that case officer.
- 1.3. If development proposals should fall short of the requirements set out in these guidelines, it is incumbent upon the Development Management Case Officer to decide whether amended details need be submitted or whether to impose suitable planning conditions to ensure that the development, when constructed, can be made acceptable.
- 1.4. Any applications, subject to this advice, being considered for refusal on highway grounds **must** be referred to the Highways Development Control Team, prior to the issue of any decision, particularly if HDC would be required to support the case officers decision and defend the refusal reason at Planning Appeal. In such cases, a formal consultation with Highways Development Control should be undertaken.

2. APPLICATIONS COVERED BY THIS STANDING ADVICE:

2.1. The Standing Advice only covers minor applications, such as:

- Advertisement Signs
- Minor Residential Developments, (served off unclassified roads, subject to a 30 mph speed limit or less) defined as:
 - a) Up to 5 dwellings
 - b) Extensions
 - c) Garages
 - d) Substitute house types
- Minor Change of Use Proposals

2.2. **Note: With any application it is difficult to be too prescriptive and if Development Management is in any doubt about the likely traffic/highway/transportation implications of such a development defined above a formal consultation should be carried out with the Highways Development Control team.**

3. ADVERTISEMENT SIGNS

Standing Advice

- 3.1. Advertisements to be dealt with by Development Management and not requiring a consultation with HDC will include any non-illuminated and illuminated signs that do not fall within paragraph 3.7 below. Examples are likely to include fascia signs on shop/business frontages, free standing signs on petrol filling station/public house forecourts. These could also include fascia and other forms of overhanging signs within pedestrian or public footway/footpath areas although the following standard requirements shall be applied:
- The projection from the face of the building over the public highway shall not be within 600mm of any area used by vehicles;
 - There shall be a minimum 2.4m height clearance between the footway level and the underside of any projecting sign.
- 3.2. The Institution of Lighting Engineers Technical Report No.5 - 3rd Edition (2001) is used to assess acceptable lighting levels and to calculate appropriate luminance limits for signs.
- 3.3. This Technical report provides guidance on the methods of measurements and the control of illuminated advertisements. There is a limit of luminance to be imposed as a condition of consent and there is a table within the report setting down recommendations of maximum luminance in candelas per square metre (cd/m²). This report provides guidelines in three main areas;
- Establishes suitable lighting levels for illuminated advertisements.
 - Provides guidance to advertisement designers and manufacturers in order to produce acceptable results.
 - Provides advice to Local Authority Lighting Engineers/Local Planning Authorities on how to assess and measure their completed installation in order to ensure that it complies with specified limits of lighting levels and continues to do so throughout its life.

- 3.4. The following is a quick-reference for calculating luminance levels and detailed guidance should be obtained from The Institution of Lighting Engineers Technical Report.

Definition of Zones

- E1 Intrinsically dark areas (e.g. National Parks, Areas of Outstanding Natural Beauty)**
- E2 Low district brightness areas (e.g. rural or small village locations)**
- E3 Medium district brightness areas (e.g. small town centres, urban locations)**
- E4 High district brightness areas (e.g. city and town centres with high levels of night time activity).**

- 3.5. There are only 2 sign area ranges and the appropriate luminance levels (cd/m²) for each are as follows: -

Illuminated Area (m²)	Zone E1	Zone E2	Zone E3	Zone E4
Up to 10.00	100	600	800	1000
Over 10.00	n/a	300	600	600

- 3.6. When granting consent for illuminated signs it is necessary to impose constraints on luminance levels and the above table is to be used for setting limits. With externally illuminated signs it is necessary to ensure that luminaires are positioned such that the light source itself is not directly visible to users of the public highway.

Applications to be forwarded to HDC

3.7. It is considered that the following cases should **continue to be forwarded** to the HDC team for comments:-

- Any advertisement proposed within highway limits or projecting over the public highway with the exception of those proposals referred to in paragraph 4.2 below.
- Advertisements which obstruct or could confuse road users view of a traffic sign or signal.
- Floodlit advertisements where the means of illumination are directly visible from any part of the road for flashing illuminated advertisements on or near the line of sight which would be likely to dazzle or confuse road users, or to be mistaken for traffic lights or other authorised signs.
- Prominent (a sign that is designed to stand out and is clearly visible to the road user) or large animated advertisements sited where they will be likely to distract the attention of road users at potentially hazardous locations such as at junctions, close to the brow of a hill, on a bend etc.
- Advertisements which embody directional or other traffic elements and which need special scrutiny because of possible resemblance to, or confusion, with traffic signs.
- Advertisements requiring close study such as public information panels (i.e. location plans of employment sites) so situated that people looking at them would be insufficiently protected from passing traffic or cause pedestrians to obstruct the footway.
- Advertisements which are likely to obstruct the line of sight for drivers emerging from private accesses.

4. MINOR RESIDENTIAL APPLICATIONS

Standing Advice

- 4.1. The highway implications relating to a considerable proportion of these types of development proposals generally require a standard approach and could be dealt with by Development Management without reference to Highways Development Control. It is therefore proposed that this **Standing Advice** will include the following residential proposals, which are served off **unclassified** roads, subject to a **30 mph speed limit** (or less) :-
- Residential development proposals – (including barn conversions) which when added to existing development would result in no more than five dwellings off a private drive;
 - Side and rear domestic extensions;
 - New and replacement garages;
 - Substitution of house types (where type and/or the number of bedrooms is similar).

Note: -

- (i) These will exclude any development that includes the formation, laying out, or alteration of any means of vehicle access to a public highway.
- (ii) The Development Management Case Officer will need to assess proposals against the 'General Guidelines' below to ensure that appropriate standards are met.
- (iii) If there is any doubt a consultation should be undertaken with HDC.

GENERAL GUIDELINES

Private shared Drives/ Single Access

- 4.2. A private drive may serve up to five (5) dwellings (or thereabouts) and are useful in many infill situations. However, such roads **will not be adopted**, by Shropshire Council, as highway maintainable at public expense.
- 4.3. The extensive use of private drives, particularly where the number of dwellings served is significantly greater than 5, should be resisted, unless appropriate provisions are made for future their maintenance. This is due to problems that can arise in the provision of utility service equipment (gas, water, electricity, etc.), via private pipes, cables etc. as well as the private road, footway, visibility splays, where the maintenance liabilities are the responsibility of the occupiers. This can result in neighbour disputes and the infrastructure falling into disrepair
- 4.4. Providing careful thought is given to the design layout, (see The Shropshire Street Guide and Manual for Streets for further guidance), all forms of housing development can be adequately served by either a private drive or an adopted road. Nevertheless, where private drives are used it is recommended that they be constructed to a similar standard to that of an adopted road to ensure their longevity and where possible some form of management agreement should be in place avoid future maintenance problems.

Access Drive Widths

- 4.5. Individual accesses serving single dwellings should have a minimum width of 3.6 metres. Shared accesses should be 4.2 metres in width, which should be maintained for the first 6 metres into the site from the highway boundary.
- 4.6. If an access is bounded immediately on one side by a wall, fence or other structure, an additional 0.6 metres strip will be required on that side. If it is bounded on both sides additional 0.6 metres of driveway width will be required on both sides.

Service Access

- 4.7. Residential developments which cannot be easily serviced by emergency vehicles and refuse collection vehicles from the public highway will require 6.0 metres (min.) radius kerbs at the access. The recommended maximum servicing distances are as follows:

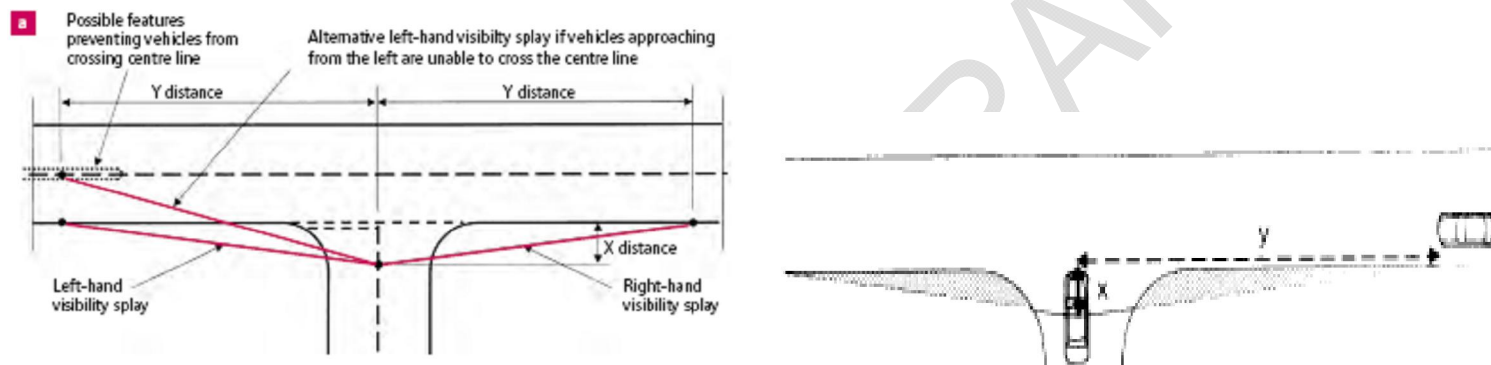
From	To	Max. Distance (metres)
Resident & Visitors cars	Dwelling	As near as possible
Residents & visitors cars	Furthest dwelling in a pedestrian court	40 m
Refuse collection vehicle	Dustbin	25 m
Refuse collection vehicle	Communal container bin	9m
Oil tankers	Fuel inlet point	30m
Service vehicles	Dwelling	35 m (approx.)
Fire Appliances	Main entrance to 1 and 2 storey dwellings	45m

Note:-

The DM Case Officer will need to assess proposals against these 'General Guidelines' to ensure that appropriate standards are met. If there is any doubt a consultation should be undertaken with Highways Development Control.

Visibility

- 4.8. Vehicle to vehicle visibility splays consists of two components. These are the 'x' or minor road distance and the 'y' or major road distance.



- 4.9. For all residential private accesses to unclassified roads within 30mph zones the recommended 'x' distance is 2.4 metres back from the nearside edge of carriageway.
- 4.10. The 'y' distance, which is measured along the nearside edge of carriageway, should reflect either the design speed or the speed limit. Visibility standards are set out below. Where the standards relate to the speed limit reference shall be made to Table 1. However, where it can be demonstrated through 85th percentile speed surveys or through design initiatives that lower vehicle speeds will be achieved then reference can be made to Table 2.

Shropshire Design Guide – Appendix 10

Table 1: Visibility requirements for private accesses to roads where there is a speed limit (this includes an allowance for motorists travelling at 10Kph above the speed limit)

Speed of Priority Road	50 Kph (30 mph) (Speed Limit)
'X' Distance (metres)	2.4
'Y' Distance (metres)	90

Notes:-

- Where it is suspected that 85th percentile wet weather speeds are above any mandatory speed limit or where it is unlikely that the desirable target speed cannot be met through design or other speed restraint initiatives to be agreed with the LHA then the 'Y' distance will be determined by HDC on the basis of actual or likely 85th percentile speeds.
- Where it can be demonstrated through 85th percentile wet weather speed surveys or through design initiatives that the vehicle speeds are contained to 50Kph (30mph) the 'Y' distance can be amended to 60 metres.

5.10. Notwithstanding the above HDC is mindful that in urban locations it may be appropriate to reduce the required 'visibility splays' as shown in Table 2 below. The reduced splay lengths will be considered in locations where it is felt that the adjacent road is characterised by significant frontage activity (known as 'side friction'), such as busy urban streets enclosed by buildings, with existing accesses to adjacent properties as well as significant pedestrian activity at the road side.

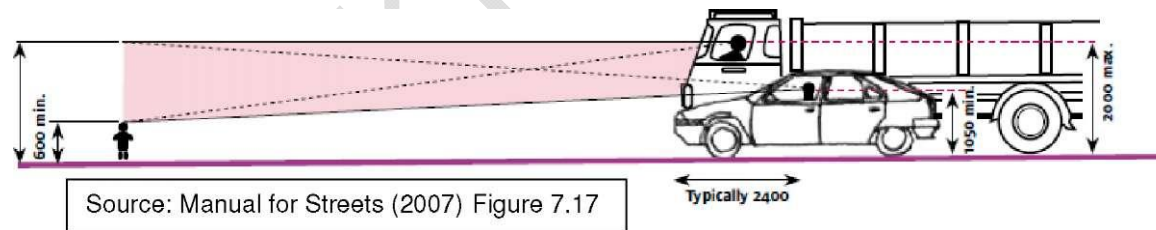
Table 2: Visibility requirements for private accesses to lower order roads (in accordance with Manual for Streets)

	Speed of Priority Road (85 th %ile)			
	50 Kph (30 mph)	30 Kph (20 mph)	24 Kph (15 mph)	16 Kph (10 mph)
'X' Distance (metres)	2.0	2.0	2.0	2.0
'Y' Distance (metres)	43	25	17	11

Note: - The safe stopping distances shown in table 2 above are subject to continuing research and may not be appropriate where there is a significant amount of bus or HGV activity.

For the time being, any case where visibility is an issue should be referred to HDC.

- 5.11. Visibility splays are measured at a height of 1.05 metres above ground level. This is the height of a driver's eye above the ground when driving the majority of modern cars.



- 5.12. If at that level you can not see the nearside edge of the road at the appropriate distance along the road, visibility is not available.

Shropshire Design Guide – Appendix 10

- 5.13. The area contained within a visibility splay, whether vehicular or pedestrian, should be provided and maintained free of any obstruction over a height of 600mm above the footway or verge level.



- 5.14. Pedestrian to vehicle visibility splays is appropriate wherever a vehicle access joins the public highway. The recommended dimensions for pedestrian visibility splays are shown below.



Shropshire Design Guide – Appendix 10

- 5.15. You will be required to make an assessment as to whether, by removal of a hedge, fence, wall etc, under the control of the applicant, visibility can be provided. If it can, it is recommended that an appropriate condition is imposed.

Note: If it can not, refer the application to Highways Development Control for formal comment



- 5.16. In instances where residential proposals would be likely to result in an increase in traffic at an existing access where visibility is substandard, consultation should be undertaken with the Highways Development Control.

(Picture needed?)

Residential Parking

- 5.17. Parking standards are already determined by Development Management and should therefore be a straightforward task.
- 5.18. If the DM Case Officer is concerned about inadequate off-street parking provision which may increase existing on-street parking problems, particularly in the vicinity of bends or at junctions, where pedestrian flows are high or where a high proportion of pedestrians are children the views of Highways Development Control should be sought.
- 5.19. It is important to assess whether the parking provision proposed is effective and also whether a vehicle turning area should be provided.
- 5.20. Residential parking standards should always be fully applied in the case of dwellings served directly or indirectly by a 'Shared Surface' housing estate road. Such roads are intended to provide an environment where pedestrian traffic has priority and therefore conflicts arising from on-street parking should be avoided.



Garages

- 5.21. Any garage which has its door(s) facing the highway should be sited so that they are ideally 6.0 m behind the back of the highway boundary.



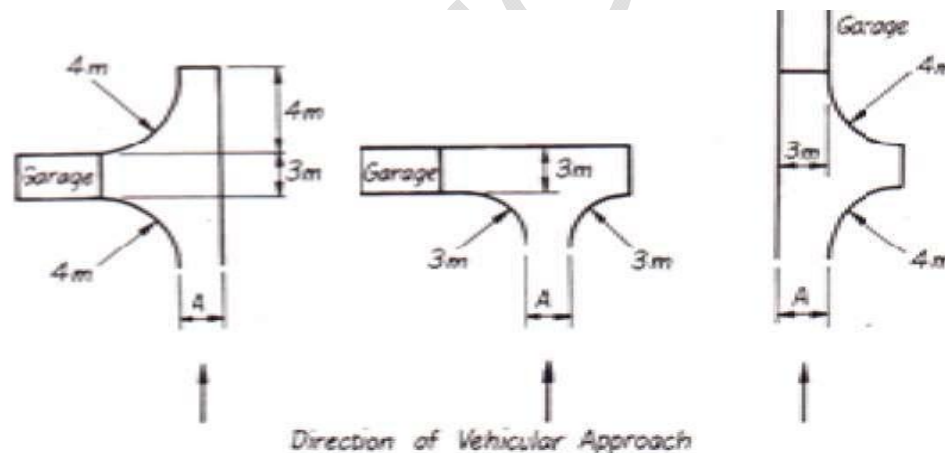
- 5.22. Alternatively, the garage may be sited with its doors at right angles to the highway boundary. In these circumstances sufficient on-site turning room space should be provided within the curtilage of the site.

(Picture needed)

Turning Facilities

5.23. When drivers reverse vehicles out of an access and into a traffic stream, their visibility is restricted and the final part of the turning manoeuvre is carried out on the highway. Danger and inconvenience to other road users are inherent in such movements and can be tolerated in the majority of residential developments fronting unclassified roads in 30 mph areas. Where a residential proposal involves increasing traffic at an existing access in the following circumstances, an internal turning area should be provided, see below.

- Generally on classified roads;
- In the vicinity of a school where pedestrian flows are high;
- On a minor road but near to a junction with a classified road;
- Shared private drives shall always incorporate turning facilities in the form of a common area available to all users of the drive.



Typical Turning Arrangements

Gates

- 5.23. No gates shall be positioned so as to open outwards over the highway in order to protect the passing public, particularly pedestrians.
- 5.24. A need to ensure gates are set back is not usually justified on residential estate roads due to relatively low traffic flows. Any consequential short term 'obstruction' of the road is therefore of much less concern than on a busier 'main' road.
- 5.25. On busier (main) roads, (normally where 2-way traffic flow is predicted to be greater than 100 vehicles per hour in the peak hour) it is important to ensure that a vehicle is not left blocking a footway or verge while a gate (or other form of enclosure) is being opened (or closed) as it can mean that pedestrians have to walk in the road which is inherently dangerous.
- 5.26. Any new or replacement gate(s), security barrier(s) or any other obstacle to free access into the site must be set back a sufficient distance to allow the longest vehicle or vehicle combination that can be expected to visit the site, to stand clear of the highway whilst the gate etc. is operated.

Typical gate set-back distances

Residential (up to 5 units)	5m
Residential (over 5)	10m
Agricultural (no HGV access)	7.5m
With HGV access	15m
Offices	10m
Industrial	15m
Caravan Park or Storage	15m

(Picture to illustrate?)

Windows, Doors & Projections:

- 5.27. Any consent for the construction of any building immediately adjacent to a highway or pedestrian area should ensure that no windows or doors are allowed to open outwards over the public space.
- 5.28. Similarly, any consent shall also ensure that there are no projections from the face of the building, below a height of 2.4 m above the adjacent highway or pedestrian area.
- 5.29. Where it is likely that a development will result in a projection over the highway, i.e. balcony, cantilevered porch or canopy, then the Case Officer shall ensure that the appropriate condition and informative note is attached to any consent granted. (see sections 7 & 8 below)

Construction consideration

- 5.30. In both urban and rural situations consideration should be given to how the site would be serviced by construction traffic (i.e. HGV's). Where it is likely that such vehicles could be compromised by local highway network constraints, e.g. low or weak bridge, narrow access between buildings, one way traffic orders, etc. it will be necessary to ensure that any construction of the development does not lead to a situation on the adjacent highway network which may compromise the safe and free flow of traffic and pedestrians.
- 5.31. In such circumstances, the Case Officer should consider an appropriate condition requiring the developer to submit a Construction Traffic Management Plan, prior to the commencement of any works.

Note: if Development Management is in any doubt about the likely traffic/highway safety implications - consultation should be carried out with Highways Development Control.

6. Change of Use Proposals

Consultation Requirements

- 6.1. Developments involving only small changes in use would result in insignificant traffic implications. Only developments involving a change of use above the following thresholds should be referred to HDC:
- Within existing built up areas or within the Residential Development Boundaries as defined in the adopted Local Plans and on unclassified roads within 30 mph speed limit zones, change of use to residential up to five dwellings.
 - Within existing established industrial estates changes of use involving industrial/warehousing (B2 and B8) up to 250 sq. metres GFA.
 - Within existing town centres and established village shopping areas (not isolated shops) change of use to retail (A1 and A2) up to 50 sq. metres GFA;
 - Within established town centres and village shopping areas including established industrial estates change of use to Business (B1) up to 200 sq. metres GFA.

Loading

- 6.2. Where loading/unloading facilities are needed, sufficient area must be provided within the development site to allow vehicles to load/unload, together with the appropriate areas for manoeuvring, to ensure that there are no adverse affects on the adjoining highway due to vehicles reversing / manoeuvring in the highway. Such loading/unloading & turning facilities should thereafter be kept free of any impediment to the intended use.

Note: with any change of use application it is difficult to be too prescriptive and therefore should Development Management be in any doubt about the likely traffic/highway safety implications a consultation should be carried out with Highways Development Control.

7. Standard Conditions & Informatives

- 7.1. Where the intention is to approve planning consent with highway related conditions the 'Standard Conditions' shall be used, together with any applicable Highway Informative Notes (see Appendix 11 – Highway Conditions & Informatives)
- 7.2. **In cases where the DM Case Officer considers that consent should be refused on highway grounds then the views of Highways Development Control should be sought.**

WORKING