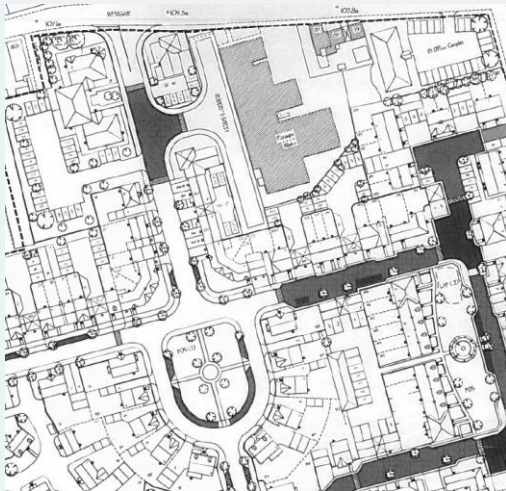


## Highways Development Delivery

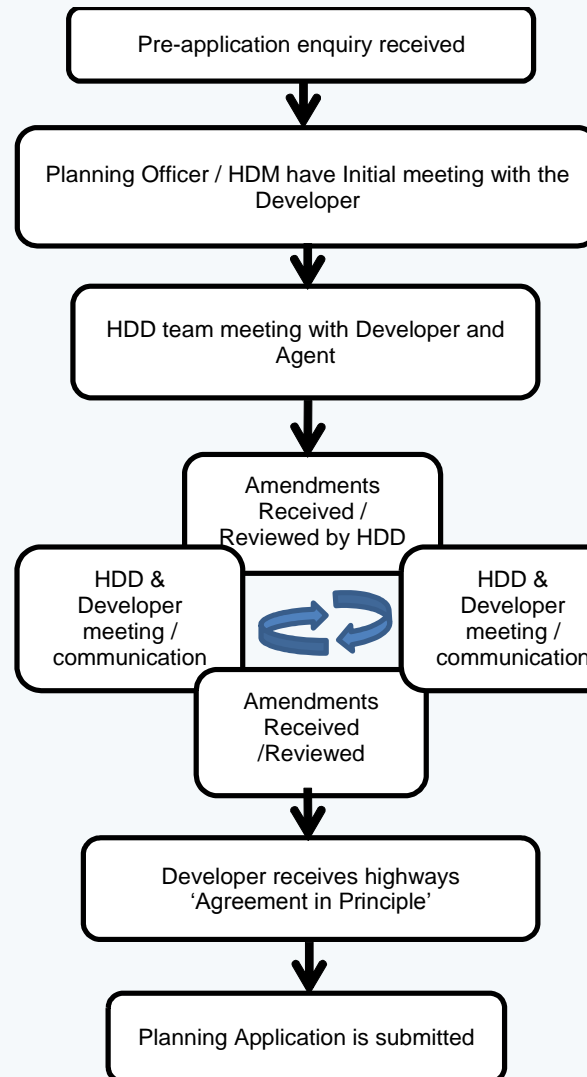
### Planning Pre-Application and Application Advice Note



This note is designed to provide some helpful direction on the highways information required to accompany a planning pre-application enquiry or planning application. This note should be read alongside the Kirklees Council Pre-application Advice note.

## Overview Process: Planning Pre-Application & Application

After submitting your pre-application enquiry, it will firstly be reviewed by Highways Development Management (HDM) before being passed to the other highway disciplines relevant to your proposal within the Highways Development Delivery (HDD) team. The process is set out below.



## Large Scale Developments

### Transport Assessment, Transport Statement, and Travel Plans

At the national level the key transport policies and principles are set out in the government's National Planning Policy Framework (NPPF) and accompanying National Planning Practice Guidance (NPPG).

The NPPF states that a development proposal generating significant levels of movement should be supported by a Transport Statement or Transport Assessment and Travel Plans.

In the first instance the scoping brief for the Transport Statement or Assessment should be submitted to and agreed with Highways Development Management (HDM) as part of the pre-application enquiry.

Framework Travel Plans are acceptable as these can be referenced against a planning condition/S106 agreement at the planning application stage and can be used the template in producing a full Travel Plan.

Guidance on the thresholds for the requirement of a Transport Statement or Transport Assessment and Travel Plan, as well as overarching advice can be found within the Department for Transport archived good practice guidelines set out below.

### Web Links

Guidance on Transport Assessments (Inc. Statements):

[www.gov.uk/government/publications/guidance-on-transport-assessment](http://www.gov.uk/government/publications/guidance-on-transport-assessment)

Guidance on sustainable Travel Plans:

<http://webarchive.nationalarchives.gov.uk/2010124142120/http://www.dft.gov.uk/pgr/sustainable/travelplans/tpp/>

Making residential Travel Plans:

<http://webarchive.nationalarchives.gov.uk/+http://www.dft.gov.uk/pgr/sustainable/travelplans/rpt/>

## Overarching Design Guidance

### General

The Kirklees Street Design Guide is currently being developed. In the interim, Manual for Streets 1 & 2 and Design Manual for Roads and Bridges should be referred to.

In cases where additional technical detail is sought the Kirklees Highways Design Guide 1985 may be referred to. This is available upon request from:

[Highways.DevelopmentControl@Kirklees.gov.uk](mailto:Highways.DevelopmentControl@Kirklees.gov.uk)

### Web Links

Manual for Streets 1:

[www.gov.uk/government/publications/manual-for-streets](http://www.gov.uk/government/publications/manual-for-streets)

Manual for Street 2:

[www.gov.uk/government/publications/manual-for-streets-2](http://www.gov.uk/government/publications/manual-for-streets-2)

Design Manual for Roads and Bridges:

[www.gov.uk/guidance/standards-for-highways-online-resources#the-design-manual-for-roads-and-bridges](http://www.gov.uk/guidance/standards-for-highways-online-resources#the-design-manual-for-roads-and-bridges)

### Road Adoption

Kirklees Council will enter into a Section 38 Adoption Agreement (Highways Act 1980) for new roads serving six or more residential properties providing that they are suitably designed and constructed. The adoptions team can be contacted on [Highways.Section38@kirklees.gov.uk](mailto:Highways.Section38@kirklees.gov.uk)

### Drainage

Guidance on flood risk assessments, watercourses, drainage asset and public sewers can be found using the following web link:

[www.kirklees.gov.uk/beta/flooding-and-drainage/guidance-for-new-developments.aspx](http://www.kirklees.gov.uk/beta/flooding-and-drainage/guidance-for-new-developments.aspx)

### Waste Collection

To ensure the effective waste, recycling storage, and management the following details as a minimum should be submitted: Waste/recycling storage location; type and design of waste containers; kerbside collection areas; access routes for refuse vehicles, operatives, and residents. For further information please contact HDM ([Highways.DevelopmentControl@Kirklees.gov.uk](mailto:Highways.DevelopmentControl@Kirklees.gov.uk)) or Trade Waste ([Trade.waste@kirklees.gov.uk](mailto:Trade.waste@kirklees.gov.uk)).

## Submitted Information

### Submitted Plans

All plans should show the following detail:

- To scale 1:50, 1:100, 1:200 or 1:500 with dimensions
- Existing and proposed gradients
- Materials
- Waste collection areas off the publicly maintained highway
- The limits of the major highway fronting and opposite the site including the extents of the visibility splays/sight lines
- Vehicle accesses, junctions, street furniture, and lining etc.
- Public Rights of Way (PROW) abutting and/or crossing the site
- Culverts and water courses abutting and crossing the site
- Limits of the proposed adoptable highway

*NOTE: This advice note is neither exhaustive nor prescriptive unless stated and it is for the applicant to assess what information is required against the scale and nature of the proposed development.*

### Access and Layout

The site access and internal layout should be designed to accommodate both operational requirements and provide a positive street scape. Consideration should be given to providing and improving:

- Footways fronting and returning into the site
- Visibility splays and sight line requirements in relation to the major road speed limit; or 85%ile wet weather driven speed where agreed or requested
- Junction radii, carriageway widths/alignment, and turning heads should be supported by swept path/tracking analysis using an 11.85m refuse vehicle
- The internal layout should naturally manage vehicle speeds to not exceed 20mph by using carriageway alignment and/or landscaping (both within and outside highway limits and maintenance responsibilities)
- Landscaping should be considered and provided along and within the highway limits
- Service/emergency vehicle turning heads should be provided within a 45m distance to the rear of any dwelling.

## Submitted Information

### Parking

Applications will be required to provide details of existing and proposed parking provision. These details should be shown on a site layout plan. Access arrangements must be clearly shown on the submitted plans. Any land required for car parking or access (e.g. sight lines/splays) has to be included within the site boundary (red or blue line).

#### Kirklees Car Parking Standards:

- 2 - 3 bedroom dwelling: 2 spaces
- 4+ bedroom dwelling: 3 spaces
- 1 - 2 bedroom apartment: 1 space
- 3+ bedroom apartment: 2 spaces
- 1 visitor space per 4 residential units
- 1 cycle space per residential unit (desirable)

#### Garage dimensions (Internal):

- Single: 6.0m long x 3.0m wide
- Double: 6.0m long x 5.0m wide
- 1 electric vehicle charging connection point per dwelling (normally within a garage)

### Public Rights of Way (PROW)

Plans should show definitive PROWS, proposed improvements, realignment, extinguishment etc. The applicant should be aware that claims may have been submitted for Definitive Map Modification Orders for routes which are not recorded on the Definitive Map which may impact the site. For further information contact the Highways PROW Team on [publicrightsofway@kirklees.gov.uk](mailto:publicrightsofway@kirklees.gov.uk).

### Road Safety Audits

All planning applications that involve material works within the highway i.e. junction build outs, pedestrian islands, traffic calming etc. will require at least a Stage 1 Road Safety Audit (RSA) and designers response. The RSA's brief should be submitted to and agreed with Highways Development Management.

For further information visit:

[www.kirklees.gov.uk/planningenquiries](http://www.kirklees.gov.uk/planningenquiries)

The above guidance has been prepared by Kirklees Council's Highways Development Management Team and will continually be reviewed and updated.