

ADDITIONAL INFORMATION RELATING TO OTHER DOCUMENTS & GUIDES IN THIS SERIES.

The information contained in this file should be read in conjunction with the other documents and guides contained within the **DEVELOPMENT GUIDES** section of the Council's web site. It contains further information for assistance to developers and designers which is not covered in detail in the particular guide or updates to specific sections or clauses in the original guide. Prior to undertaking any new design the user should always check this document and note any specific revisions.

July 2005 – Residential Roads & Industrial Roads Design Guides.

S.3.7 - Shared Driveways: – (RG only)

These are those accesses, which will remain as unadopted private roads serving up to 5 dwellings, excluding those which have a frontage to an existing or proposed public highway. However, in the light of a number of national planning and legal decisions additional numbers over and above 5 may be considered to be acceptable to be served by private shared driveways under certain specific conditions, which are summarized below: -

1. There is some technical reason preventing the usual requirements for adoption from being met. This however, specifically excludes any reduction in standards that may result in an increase in road safety hazards, as this remains paramount.
2. The developer must agree with the Highway Authority at an early date the acceptability of the principal of the roads remaining private.
3. The developer must provide details of the long-term maintenance programme for the highway infrastructure.
4. The developer must provide details of how the entrance to the private development is to be defined on site.
5. The developer must provide details of the information pack to be provided to the purchaser as part of the sale contract.
6. The highway infrastructure must be designed and constructed to adoptable standards in all respects with the exception of the specific agreed reasons as to why the roads are to remain private.
7. The private roads will still be subject to the Advanced Payment Code System and the required bond must be deposited with the Council prior to work commencing on any of the dwellings covered by the notice. Generally the bond will only be cancelled when the Highway Authority has certified that the works have been completed to a satisfactory standard that would have allowed adoption if they were not to remain private.

S.3.6.8 & S.3.7.5/6 – Water must not discharge onto the highway (RG & IG)

As a general rule the floor level of dwellings should be designed so that the driveway should fall gently away from the back edge of the footway or service strip but in those cases where this is not technically possible a cut off drain must be provided at the highway boundary which discharges into the private surface water drainage system of the dwelling. On private roads it will probably be more appropriate to provide road gullies. Surface water from private roads, parking areas and drives must not discharge on to the highway.

S.3.6.7 & S.3.6.8/6 – Loose surfacing material must not be used within 10.0m of the highway (RG & IG)

This does not specifically exclude the use of such materials but it advises that a more appropriate alternative would be preferable. However, in those minority of situations where, for whatever reason, the developer wishes to use such material as a drive surfacing, then it may be possible to do so provided he can bring forward a satisfactory solution to ensure the material will not be either dragged out onto the highway or propelled at a speed which if a pedestrian or vehicle was hit could cause damage or injury.

S.3.6.8 – Private shared driveways should be adequately lit. (RG only)

All driveways serving more than 2 dwellings should be provided with lighting which can take many forms from standard streetlights to PIR floodlights mounted on dwellings or garages or ornamental garden lighting all of which are widely available. Details of the lighting scheme should be submitted as part of the planning process but of course it cannot be served from the adopted highway lighting system.

Obstruction of the highway. (RG only)

In courtyard type developments a 0.5m hard paved strip should always be provided around the perimeter of the roadway and if garages are to be built on a forward building line they should either be provided with a vertical roller door or the garage should be set back at least 0.5m to take into account the usual overhang of the door. Hinged doors are usually inappropriate for this type of development. If dwellings are to be built on a forward line they must be designed so that ground floor windows and doors do not open outwards and the private drainage system does not lie within adoptable highway limits. Any steps and porches should also be outside highway limits.

S.4.4 - Parking. (RG only)

The provision of parking or the perceived lack of it is always an emotive issue and whilst it is both Government and Council policy to discourage the unnecessary use of private cars and encourage an increased use of public transport, cycling and walking it is very important to achieve a satisfactory provision for car parking on developments. There should always be a good balance of both private and communal parking sited in such a way that it is not intrusive but also encourages sensible parking and thus avoids possible neighbor disputes. Communal parking should always be integrated with the road system and can often be laid out to form part of the traffic calming measures. Private parking should be incorporated into the specific plot but if the design calls for private parking courts these should be secure, not form part of any pedestrian or vehicular through route, should be overlooked by the residents and should preferably be lit.

In some urban locations, especially if the development involves the conversion of existing buildings, it will often be possible to completely exclude the provision of any private parking. These cases are always considered on a site-specific basis but designers should not necessarily assume that some parking must be provided. In fact in some locations it may be a requirement that an access and parking must not be provided in the interests of maintaining road safety.

S.4.5 - Visibility splays & sightlines. (RG only)

The recommended standards are given in the design guides but these should be seen as the maximum. There will often be situations where reduced “Y” values are more appropriate especially in urban/village situations and it is important that instead of adopting a blanket approach the actual traffic speeds are considered and splays reduced if agreed with the Highway Authority. This is also important in the internal design of the site where large splays at junctions and forward visibility on bends encourage unnecessary vehicular speed and risk taking when the design should attempt to create exactly the opposite. It will be a rare circumstance when an internal road splay will exceed 2.4m x 25.0m and a forward visibility splay will be greater than 12.0m.

S.4.7 - Turning heads. (RG only)

Whilst it is desirable to minimize the number of culs de sac on development sites it is inevitable that there will be some and thus the need for provision of turning areas. On some very short culs de sac provision for car and light vehicle turning will be sufficient as commercial vehicles will be unlikely to need to turn. However, elsewhere provision should be made for turning such types as refuse wagons, delivery vehicles and furniture vans. The maneuvering characteristics of these types are well known and there exists a range of standard turning head designs to accommodate them but these designs can be both prescriptive and intrusive. It is therefore suggested that the turning area should best be incorporated into the overall layout and then checked by the use of tracking software as it will often be possible to include areas for on street parking, landscaping features, etc. It is also possible that the turning area need not necessarily be located at the very end of the road. A further benefit of the use of tracking software is that the overall road pattern can be checked to ensure such vehicles can be accommodated.

S.4.11/8 - Landscaping. (RG & IG)

This is an important feature of development sites and should be incorporated where appropriate. It will often form part of a public open space but will sometimes be suitable for adoption as part of the highway. In all cases it should be relevant and in keeping with the design and all details must be agreed prior to any development work commencing on site. Vigorous and invasive planting is not usually suitable but certain types of trees may be, subject to some form of root restriction system being incorporated. As a matter of course small areas of both planting and grass should be avoided as these are expensive to maintain and often the appearance of such areas deteriorates very quickly. Designers should also consider the use of well designed hard landscaping features in suitable locations, as these can be just as effective as soft landscaping. It will be normal for the Highway Authority to request a commuted sum payment prior to adopting such features.

Section 7/14 – Legal & adoption procedures. (RG & IG)

The Highway Authority has now introduced a new certification system that is mandatory for all sites. The principle features of the system are as follows: -

1. The developer must forward the name and contact number of their representative before any work commences on site. This person will be considered to be the authorized representative in all matters and will be contacted when any significant issues arise during the construction period.
2. A book of progress certificates will be issued for each development or phase thereof and both the person named in 1 above and the inspector must sign off each stage of the work. Any work carried out in breach of this requirement will be deemed to be unacceptable until proved otherwise. The S.38 agreement

application will not be processed until such time as all the pre application stage work has been certificated.

3. A provisional certificate will be signed by both parties prior to the commencement of the maintenance period and a final one prior to the formal adoption.
4. The developer must give at least 24 hours notice of the intention to undertake any work and preferably 2 days in order that it can be adequately inspected and failure to do so will create difficulties of certification and thus eventual adoption.

January 2006 – Residential & Industrial Roads Guides.

1. Junction spacing – as a general rule junctions should be spaced no closer than the Y distance sight line requirement but in any case junctions shall be designed so that a vehicle standing at a junction will not obstruct the sight line of the driver of a vehicle standing at another junction.
2. Vehicular accesses to properties – these may not be formed anywhere on a junction radius, within 5.0m of a junction tangent point unless specifically mentioned in the guides, within 2.0m of the top or bottom of any ramp, onto a bus stop or parking lay-by, within the limits of a pinch point where the carriageway width is less than 4.5m or within the extent of any traffic calming feature.
3. Lining, signing and traffic regulation orders – where these are required within the development or as a result of the development the developer will be responsible for all costs incurred by the council in obtaining the orders and for the provision and implementation of all necessary equipment, signing and marking.
4. Safety Audits - these are required for all works which require alterations to the public highway as a result of the development with the exception of minor works such as the formation of a simple junction or the provision of a footpath. Complex schemes or those on major traffic routes may require a Stage 1 audit, but all submissions should be accompanied by a Stage 2 audit. A Stage 3 audit will be required for some proposals but these will be identified during the approval process.
5. Piping of ditches – where it is necessary to pipe ditches approval to do so together with all technical design details must be first obtained from the Environment Agency or Internal Drainage Board prior to submission for highway approval and the letter of consent must be included with the submission.