

HIGHWAYS AND TRAFFIC GUIDANCE NOTE

NO.	HAT 34/2/09
SUBJECT	DESIGN STANDARDS AND DEPARTURES FOR HIGHWAY SCHEMES (IMPROVEMENTS, MAINTENANCE AND DEVELOPMENTS)
EFFECTIVE FROM	December 2009
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DISTRIBUTION	Distribution List

1. Introduction

- 1.1 Design Standards are required in order to promote a safe and sustainable highway network and infrastructure, including all highway assets (i.e. carriageway, structures, street lights, signals, signs and lines etc).

Standards are published and promoted nationally, regionally and locally by various professional and public bodies. They are supported by numerous forms of guidance and advice. In order to be robustly applied within Lincolnshire, these standards, guidance and advice need to be formally adopted by the County Council.

The purpose of this HAT is to describe the standards, guidance and advice that are adopted by the County Council and how they should be applied. The HAT also describes the process for the approval of departures from these standards.

2. Scope

- 2.1 This HAT applies to all improvement, maintenance and development schemes carried out on the highway network or affecting highway assets that are part of or on Lincolnshire's network or are to be adopted as highway.

It should also be considered as best practice for highway-type schemes carried out in Lincolnshire that are not going to be formally adopted as highway.

3. Process / Implementation

3.1 Highway Design Wheel

The status and relationship of the various local and national standards, guidance and advice is shown on the Highway Design Wheel in Appendix A of this HAT. This also shows how to decide which standards to apply to particular types of work. This HAT should be read in the context of the Highway Design Wheel.

3.2 LCC Policies and Plans

All improvement, maintenance and development schemes carried out on the highway, or to be adopted as highway, should emanate from the framework of policies and plans that define such work; this is why policies and plans are at the heart of the Highway Design Wheel.

3.3 Type of Work

A scheme could be made up of more than one type of work. Therefore, a decision needs to be made by the relevant designer as to which type(s) of work they are designing for within their particular scheme.

3.4 Road or Street?

3.4.1 For new developments and types of work which affect the existing carriageway a decision needs to be made as to whether it should be considered as a 'road' or as a 'street', as this changes the design concept to be adopted.

3.4.2 'Roads' are to be designed primarily to the Department for Transport's Design Manual for Roads and Bridges (DMRB), which principally focuses on the highway being a functional tool allowing the movement of various categories of highway user.

3.4.3 'Streets' are to be designed primarily to the Department for Transport's Manual for Streets (MfS), which emphasises that they should be places in which people want to live and spend time, and are not just transport corridors. It expects practitioners to plan street design intelligently and gives a high priority to the needs of pedestrians, cyclists and users of public transport.

3.4.4 It is incorrect to adopt elements of design from MfS without adopting the entire concept; this applies on both new developments and on the existing highway.

3.4.5 Design Speed

One of the factors in deciding whether to design as a 'road' or a 'street' is the design speed (as defined in DMRB TD9) of the carriageway. The following shall be applied:

- for design speeds of more than around 35mph, the carriageway shall be considered as a 'road',
- for design speeds of less than around 25mph, the carriageway shall be considered as a 'street', and
- for design speeds between 25 and 35mph, guidance is given with the Highway Design Wheel in Appendix A on whether the highway should be designed as a 'road' or a 'street'.

3.4.6 Where there is any dispute or uncertainty as to whether a Highway is to be designed as a 'road' or a 'street' the Divisional Highway Manager will act as arbitrator and make the final decision.

3.5 Mandatory Standards

Once the type(s) of works for the scheme has been selected, a number of national and local standards will apply, to which designs must adhere. Whilst shown on the Highway Design Wheel, further details of these mandatory standards are given in List 1 of Appendix B. In some circumstances departures from or relaxations within these mandatory standards may be permitted, in which case the process in section 4 of this HAT must be followed.

3.6 Supplementary Design Guides

Augmenting the mandatory standards, there are national and local guides on how designers should develop and implement their designs. These are shown on the Highway Design Wheel, with further details given in List 2 of Appendix B. No formal Departure from Standard process applies to these guides, but they are considered best practice within Lincolnshire and working outside the guidance they give may be difficult for the designer to justify when challenged.

3.7 Advisory Documents

Whilst not directly informing the design, there are national and local advisory documents that may influence designers' decisions during the design process. Therefore, the contents of these should be borne in mind as the design is developed and implemented. Advisory documents are shown in the outer ring of the Highway Design Wheel as they set the broader framework within which the design is prepared. Further details of these documents are given in List 3 of Appendix B.

3.8 Planning Conditions

In developer-led schemes that have been through the planning process, it is possible that planning conditions may impose requirements on the works that contradict the requirements of the Highway Design Wheel. In these instances, the Departure from Standards process laid out below must still be followed.

3.9 Recording Design Standard Decisions

As a matter of good practice, all designers should record the choices made and route taken through the Highway Design Wheel and keep this record as part of the design file, along with any approved relaxations or departures.

4. **Relaxations and Departures From Standard**

4.1 Relaxations

A relaxation is an allowable lowering of standard as defined within that standard. The designer (whether internal or external to the County Council) applies for a relaxation using the form at Appendix C, which shall be passed to the relevant specialist Principal Engineer at the County's Technical Services Partnership. Where the scheme is a S278 scheme (or a S38 affecting the existing highway), the Developer is required to sign the application in advance of its submission by the designer.

If the Principal Engineer agrees with the relaxation, or necessary amendments to the application are agreed with the designer, the relaxation shall be authorised by the Principal Engineer.

Where the Principal Engineer does not support the application and agreement cannot be reached with the designer, the matter shall be taken to the relevant Head of Service (see below) for a decision as to whether the relaxation should be approved or not. If the Head of Service approves the decision, they shall sign it off rather than the Principal Engineer.

The relevant Head of Service shall be the Head of the group who will take responsibility for maintaining the asset to which the departure applies.

4.2 Departures

A departure is a digression from standards beyond that allowed for by any relaxation set out within the standard. The designer (whether internal or external to the County Council) applies for a departure using the form at Appendix D, which shall be passed to the relevant specialist Principal Engineer at the County's Technical Services Partnership. Where the scheme is a S278 scheme (or a S38 affecting the existing highway), the Developer is required to sign the application in advance of its submission by the designer.

If the Principal Engineer agrees with the departure, or necessary amendments to the application are agreed with the designer, the Principal Engineer shall endorse the application and pass it to the relevant Head of Service (see 4.1).

If the Head of Service agrees with the departure, or necessary amendments to the application are agreed with the designer and the Principal Engineer, the departure shall be authorised by the Head of Service.

Where the Head of Service does not support the application and agreement cannot be reached with the designer and the Principal Engineer, the matter shall be taken to the Assistant Director of Highways and Traffic for a decision as to whether the departure should be approved or not. If the Assistant Director of Highways and Traffic approves the decision, they shall sign it off rather than the Head of Service.

4.3 Safety Audits

Where a relaxation or departure from standard is approved the scheme shall be subject to the Road Safety Audit process as laid out in HAT 62, with reference to the relaxation or departure from standard being made in the brief issued to the road safety auditor.

4.4 Recording of Relaxations and Departures

Once a relaxation or departure is approved it shall be recorded centrally. Until a process has been put in place for them to be recorded on the County's Highway Asset Management System 'Confirm', this shall be done by a copy of the approved and counter-signed form being sent to the Technical Services Partnership's Business Support Manager.

5. Superseded Document / Instruction

- 5.1 In addition to the previous version(s) of this HAT the following documents or instructions are superseded:
- the resolution at minute 46 of the Highways and Planning Committee meeting of 16 October 2000

6. Review Date

- 6.1 This HAT shall be reviewed in its entirety no later than December 2011. Appendices A and B will be updated as and when required by the publication of new national or local documents.

HIGHWAY DESIGN WHEEL

USE OF THE CHART

This chart sets out the design standards, guidance and advice to be used for various types of scheme within Lincolnshire. These are to be used by ALL parties designing schemes on the adopted/to be adopted highway. Note that all the advisory and supplementary documents can apply to any and all types of work

DEPARTURES

Any departures from the mandatory standards in this chart will require a "Departure from Standards" to be submitted and approved in accordance with HAT 34

STREETS AND ROADS

For clarity within this chart:

a road is essentially a highway whose most important function is accommodating the movement of motor traffic

a street is fronted by buildings and/or public places and located where it can be expected that pedestrian/cyclist movement will be high, traffic flows will be low and consist of local NOT through traffic, residents will gather and interact. It is also expected that streets will consist of higher quality materials and workmanship that enhance the local surroundings in accordance with LCCs STREETScape DESIGN MANUAL

Where there is any dispute as to whether a Highway is a road or a street the Divisional Highway Manager will act as Arbitrator

TYPE OF WORK

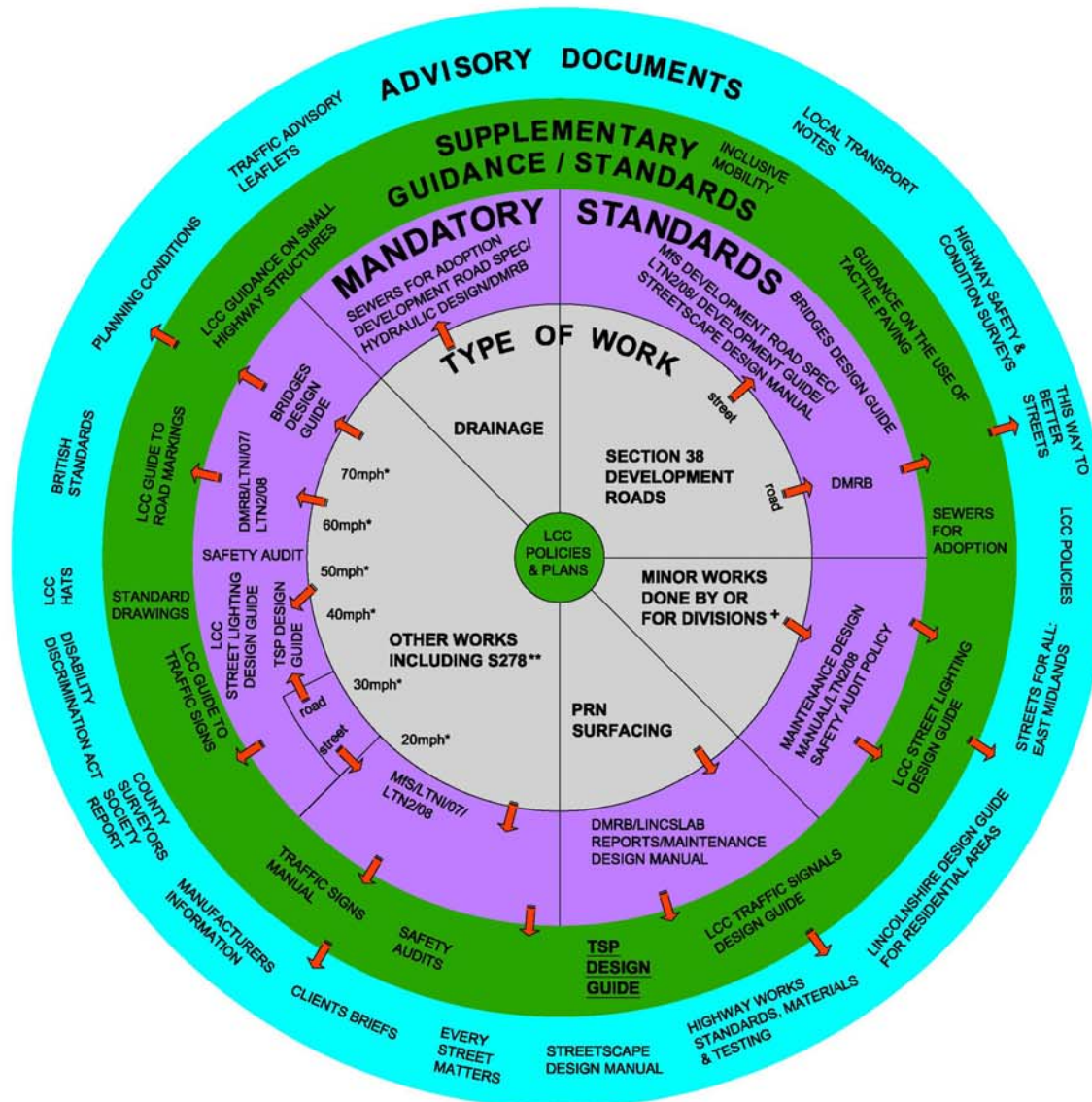
Schemes may include more than one type of work and must comply with all relevant standards

NOTES

*Design speed as defined in DMRB TD9 (NOT to be less than the speed limit)

**Minor S278 works (footway type works) may be carried out to the development road specification subject to full traffic management/safety drawings being approved, and the agreement of the Highway Authority (LCC)

*School safety zones are already approved to depart from these standards



APPENDIX B – Document details

List 1 – Mandatory Standards

DOCUMENT TITLE	PUBLISHER	NATIONAL OR LOCAL (N/L)	DATE PREPARED	AVAILABLE FROM
TSP Design Guide	LCC TSP	L	Latest Version of Document to be used	LCC TSP
Bridges Design Guide	LCC TSP	L		LCC TSP
DMRB	Highways Agency	N		www.standardsforhighways.co.uk
LTN 1/07	DfT	N		www.dft.gov.uk
LTN 2/08	DfT	N		www.dft.gov.uk
Safety Audit Policy	LCC	L		www.dft.gov.uk
Street Lighting Design Guide	LCC TSP	L		LCC TSP
Manual for Streets	DfT	N		www.dft.gov.uk
Lincs Lab Reports	LCC Lincs Lab	L		www.lincolnshire.gov.uk/lincslab
Maintenance Design Manual	LCC	L		LCC
Development Road Specification	LCC	L		www.lincolnshire.gov.uk
Development Guide	LCC	L		www.lincolnshire.gov.uk
Streetscape Design Manual	LCC	L		www.lincolnshire.gov.uk
Sewers for adoption	WRc plc	N		www.webookshop.com
Hydraulic Design	Various			

List 2 – Supplementary Design Guides

DOCUMENT TITLE	PUBLISHER	NATIONAL OR LOCAL (N/L)	DATE PREPARED	AVAILABLE FROM
Guidance on Small Highway Structures	LCC	L	Latest Version of Document to be used	www.lincolnshire.gov.uk
Guide to Road Markings	LCC	L		LCC
Standards Drawings	LCC	L		www.lincolnshire.gov.uk
Guide to Traffic Signs	LCC	L		LCC
Traffic Signs Manual	LCC	L		LCC
Traffic Signs Regulations and General Directions 2002	DfT	N		www.dft.gov.uk
Safety Audit Policy	LCC	L		LCC
TSP Design Guide	LCC TSP	L		LCC TSP
Traffic Signals Design Guide	LCC	L		LCC
Street Lighting Design Guide	LCC	L		LCC
Sewers for Adoption	WRc plc	N		www.webookshop.com
Guidance on the use of Tactile Paving	DfT	N		www.dft.gov.uk
Inclusive Mobility	DfT	N		www.dft.gov.uk

List 3 – Advisory Documents

DOCUMENT TITLE	PUBLISHER	NATIONAL OR LOCAL (N/L)	DATE PREPARED	AVAILABLE FROM
Traffic Advisory Leaflets	DfT	N	Latest Version of Document to be used	www.dft.gov.uk
Planning Conditions	DfT	N		www.dft.gov.uk
British Standards		N		www.dft.gov.uk
HATS	LCC	L		LCC
Disability Discrimination Act		N		www.opsi.gov.uk
County Surveyors Society documents	CSS	N		www.cssnet.org
Manufacturers information	Various			
Clients briefs				
Streetscape Design Manual	LCC	L		www.lincolnshire.gov.uk
Highways works, standards, materials and testing	LCC	L		LCC
Lincolnshire Design Guide for Residential Areas	LCC	L		LCC
LCC Policies	LCC	L		www.lincolnshire.gov.uk
Highway Safety and Condition surveys	LCC	L		LCC
Local Transport Notes	DfT	L		www.dft.gov.uk
Streets for All: East Midlands	English Heritage	L		www.english-heritage.org.uk
Every Street Matters	LCC	L	www.lincolnshire.gov.uk	
This Way to Better Streets	CABE	N	www.cabe.org.uk	