

Part 1 principles and part 2 highway development management

Contents

Part 1 principles and part 2 highway development management.....	1
Part 1: Principles.....	2
1. Introduction.....	2
2. Principle 1: Working collaboratively.....	3
3. Principle 2: Facilitating safe and effective highway.....	5
4. Principle 3: Promoting road types for all users.....	7
5. Principle 4: Creating durable and easily maintained places	8
6. Principle 5: Encouraging active and sustainable travel	10
7. Principle 6: Supporting access for all.....	12
8. Principle 7: Facilitating Environmental Responsibility	14
Part 2: Highway development management	18
1. Highway Development Management overview	18
2. Highway Development Management Policies.....	19
3. Preparing Development Proposals.....	26
4. Transport Assessments (TA)	52
5. Highway Development Management Survey Requirements	57
6. Transport Modelling	59
7. Road Safety Audit Policy	63
8. Air Quality Management Areas	67
9. Section 278 Agreements: Information required at the preliminary design stage	68

Part 1: Principles

1. Introduction

- 1.1 The Leicestershire Highway Design Guide (LHDG) principles have been developed to provide the foundation upon which the detailed policy and guidance has been developed.

2. Principle 1: Working collaboratively

Involve highway and local planning authorities as early as possible

- 2.1 It is critical that developers speak to the highway authority in addition to the local planning authority to discuss their proposals at the earliest opportunity (ideally pre-application) and that effective communication is maintained between all parties throughout the development process. This will facilitate the smooth progress of schemes through the council's approval process.
- 2.2 Joint working with all key stakeholders is an essential part of the culture when preparing developments proposals.
- 2.3 This will enable:
- the setting of shared objectives
 - an understanding of one another's interests, aspirations and requirements
 - the reconciling of any competing interests or site-specific challenges to increase the likelihood of approval processes being managed more efficiently.

Establish relevant key contacts

- 2.4 It is recognised that it is often challenging to get all stakeholders around the table to discuss and agree matters of mutual interest. When this is the case, every attempt will be made to establish the relevant key contacts for all parties concerned, to ensure the appropriate input into proposed schemes.

Reduce need for bespoke site by site discussion

- 2.5 Important design issues will be managed effectively, whilst reducing the need for bespoke site by site discussion on every point of a development. This will reduce resource pressures across all organisations involved.

Feedback on how our services might be improved

- 2.6 The Council welcomes feedback on how its services might be improved. If you would like to comment about issues relating to the LHDG and its related processes, please contact us.
- 2.7 To facilitate developments that meet the needs of occupants and users, LHDG surveys and engagement work will be undertaken to help reduce the possibility of future issues, particularly in residential areas.

[Back to top](#)

3. Principle 2: Facilitating safe and effective highway

- 3.1 Increased congestion or road safety problems resulting from new development can have social, environmental and economic costs. This risk must be appropriately managed through the design of new highway and consideration of how it connects to the existing network.

Provide evidence regarding effects of proposals

- 3.2 In accordance with the [National Planning Policy Framework](#) (NPPF), the council expects development promoters to provide robust evidence regarding the effects of their proposals on highway safety and the transport network, alongside the details of how negative impacts will be mitigated. The council will advise refusal of any planning application that raises concerns about road safety.

Risk-based approach to assessment

- 3.3 As established in LHDG policy, the council takes a risk-based approach to assessment of the appropriateness of new highway within development and how it connects to the existing network. This assessment includes consideration of traffic volumes, accident rates and the vulnerability of highway users. It is expected that the adverse effects on the existing highway network from new development proposals, both during construction and in the longer term, will be mitigated.

Appropriate modelling tools

- 3.4 Assessment of the impact of a development should be undertaken via appropriate modelling tools, such as the council's [Pan-Regional Transport Model](#) which can also be utilised to identify the potential environmental impacts of schemes, and/or one of its suites of micro-simulation models.

Road safety audit

- 3.5 Scheme access designs must be subject to Road Safety Audit requirements in accordance with the national standards defined in the [Design Manual for Roads and Bridges](#). A more inclusive approach involving slower traffic speeds (where identified through assessment as being necessary) is advocated to create a safer environment.

Active travel and additional accessibility needs

- 3.6 As highlighted in Principles 5 and 6 of the LHDG, consideration must be given to those using the highway network for active travel and those with additional accessibility needs. Proposals should accord with LHDG Road Types and Active Travel guidance.

[Back to top](#)

4. Principle 3: Promoting road types for all users

- 4.1 There is an important relationship between the built form and the spaces created by streets. This relationship can change depending on the local context such as the character and heritage of an area - and the design aspirations for the development.

Flexibility with hierarchy of street types

- 4.2 To provide clarity around the council's expectations from layout designs with respect to both proposed adopted highway and private roads, LHDG provides a hierarchy of street types.
- 4.3 This hierarchy allows some flexibility, subject to assessment, for designers to propose layouts that best fit the design aspirations. LHDG recognises both [Manual for Streets](#) and [National Design Guide](#) guidance in developing this hierarchy, whilst respecting the Leicestershire context.

Safe and functional

- 4.4 Highway must be safe and functional and help contribute towards high quality development. Highways should be adaptable to prevent them from becoming unused in the future; spaces should be designed to be able to change to meet new requirements.

[Back to top](#)

5. Principle 4: Creating durable and easily maintained places

- 5.1 Safety, functionality - in terms of movement of people around the network in their chosen mode of transport, and deliverability are key considerations when designing new highway or making changes to existing highway. Additionally, an appropriate balance of risk should be struck between the council, the planning authority where relevant, and developer in terms of future maintenance and costs.

Respecting the diversity of settlement character and landscape

- 5.2 The design principles applied, and materials used - whether that is the types of kerbs used or through provision of green infrastructure - can also help to reinforce the character and historic context of a place. Development should respect and reflect the diversity of settlement character and landscape across Leicestershire.
- 5.3 In accordance with the National Planning Policy Framework (NPPF) and the National Design Code, new highway should contribute to creating attractive, sustainable places to live where all residents and highway users can enjoy the benefits it provides.

Facilitating health and wellbeing and the environment

- 5.4 Design decisions should also help to facilitate broader objectives, including place making, health and wellbeing, net zero and biodiversity net gain -see Principle 7 Tackling Climate Change and Protecting the Environment.
- 5.5 The council will seek to work with district and borough councils, development promoters, and the wider highway industry, to ensure that the council continues to evaluate its approach to design safety, quality and sustainability within the context of the LHDG.

Simple and cost-effective to maintain

- 5.6 To ensure that attractive, well-functioning places are not just created but are built to last, it is critical that they are designed to be simple and cost effective to maintain.
- 5.7 To safeguard the interests of communities and residents, highway and transportation infrastructure will only be adopted where it is designed to

publicly maintainable standards, in accordance with the council [Highway Asset Management Policy](#) and the standards set out in this Guide.

Future proofing

- 5.8 Design solutions should also allow for appropriate futureproofing in terms of connectivity to surrounding areas to enable future growth to take place in a sustainable manner.
- 5.9 Design solutions should also allow for appropriate futureproofing in terms of connectivity to surrounding areas and resilience of assets to climate change to enable future growth to take place in a sustainable manner. The generation of waste should be minimised to protect resources.

[Back to top](#)

6. Principle 5: Encouraging active and sustainable travel

- 6.1 Achieving a greater uptake of active travel by walking or wheeling - bicycles, wheelchairs and any other wheeled mobility aids etc., leads to a wide range of benefits including improvements to the health and wellbeing of communities. Alongside the appropriate provision of passenger transport, it can also help reduce vehicles within the road network, potentially leading to improved highway capacity resulting in better air quality and reduction in greenhouse gas emissions. These benefits will only be achieved if design solutions place these modes at the heart of the movement strategy to give precedence to cycling, walking and wheeling over motor vehicles wherever practicable to maximise their uptake, together with incentives for their use.
- 6.2 This overall approach aligns with the council's wider policies and strategies that have ambitions to create better places, including the [Network Management Policy and Strategy](#), [Net Zero Leicestershire Strategy](#) and [Leicestershire Joint Health and Wellbeing Strategy](#).

Active Travel

- 6.3 Alongside the council's [Cycling and Walking Strategy](#) (CaWS) and Action Plan, the design of active travel aspects of highway schemes will follow the policies and objectives set out in national guidance including the Government's [Gear Change](#) vision document and [Local Transport Note 1/20](#) 'Cycle Infrastructure Design'. These documents define the ambition to create "a national default position where high quality cycle infrastructure is provided as a matter of course in local highway schemes".
- 6.4 Whilst adhering to these ambitions, active travel elements of schemes must reflect the context of Leicestershire as a county with significant rural areas. Additionally, in designing new development, consideration must be given to how new active travel infrastructure can link into the existing network of facilities and how this network can be improved.
- 6.5 As set out in the CaWS Action Plan the council is [developing Local Cycling and Walking Infrastructure Plans](#) (LCWIPs) for the more urban areas in Leicestershire, in line with Government guidance. These LCWIPs set out the vision and priorities for active travel improvements in an area, to create convenient, accessible and practical cycling, walking and wheeling networks

to help and encourage people to travel more sustainably. New or improvements to existing active travel infrastructure in, or near to, an area where there is an LCWIP must give due consideration to these plans.

Passenger Transport

- 6.6 The council recognises the important role that passenger transport services play in keeping people and places connected. The Passenger Transport Policy and Passenger Transport Strategy (PTPS) have been developed by the council to help take account of these needs and challenges.
- 6.7 The [Leicestershire Bus Service Improvement Plan](#), developed collaboratively between the council and the county's bus operators, sets out the council's ambitions to help deliver the [Government National Bus Strategy](#). These ambitions are driven by an Enhanced Partnership, working with bus operators and other stakeholders to continue to improve and promote high quality passenger transport services and their use in Leicestershire.
- 6.8 Facilitating and supporting an appropriate mix of passenger transport services, working with communities, commercial operators and third sector operators, is a key aim for the council. In the planning of new development in Leicestershire, the council will work with local planning authorities and development promoters to seek to ensure the delivery of planned development brought forward in locations that offer genuine opportunities to be accessed by a range of travel modes. This includes ensuring that commercially viable, long-term accessibility by passenger transport to key services and facilities is appropriately and properly considered.

[Back to top](#)

7. Principle 6: Supporting access for all

- 7.1 Streets should aim to become national beacons for inclusive design, actively taking account of the needs of all users. This can be achieved by embedding a design principle that creates places where people feel safe, enjoy spending time, and that function in a way that meets the needs of communities.
- 7.2 Designs should consider the “hierarchy of road users”, putting those at most risk in the event of a highway accident at the top of that hierarchy ([The Highway Code 2022](#)). Developers must understand the demographics of a community during the design process, particularly where amenities for more vulnerable members of communities exist, to ensure access for all and avoid issues of rural isolation.

Developers are responsible for accounting for those with protected characteristics

- 7.3 Although LHDG offers guidance in relation to accessibility for those with mobility issues, it is the responsibility of the developer through the planning process to ensure that schemes have accounted for the requirements of those with protected characteristics under the [Equality Act 2010](#).
- 7.4 The design of new highway should consider national guidance relating to inclusive mobility, such as the Department for Transport’s “[Inclusive Mobility - a Guide to Best Practice on Access to Pedestrian and Transport Infrastructure](#)”.

Improving access for women and girls

- 7.5 Consideration must be given to methods of designing out crime as part scheme design including issues relating to natural surveillance, access control (physical and symbolic barriers to opportunities for crime), territorial reinforcement (defensible space) and space management. Attention should be given to street designs that consider the safety of women and girls within the street environment. Designers should refer to the current guidance documents “[Designing out Crime](#)” and “[Safer Parks - Improving access for women and girls](#)”.

Accommodating the needs of services

- 7.6 Whilst placing people at the centre of design solutions is critical, specialist services are also vital for communities to function. The street layout design must accommodate the needs of emergency and waste collection services.
- 7.7 In addition to active travel options, the design of new development should consider the provision of the necessary infrastructure and layouts to ensure residents have opportunities to access the passenger transport network. Additionally, regard should be given to the suitability of layouts to accommodate home deliveries and other key services.

[Back to top](#)

8. Principle 7: Facilitating Environmental Responsibility

Carbon

- 8.1 Climate change is one of the planet's greatest challenges, with communities already experiencing the severe impacts of flooding, extreme heat and drought. The transport sector is the UK's largest contributor to carbon emissions, responsible for about a third of the total greenhouse gas emissions and needs to change to meet this challenge.
- 8.2 In accordance with the council's commitment to become a net zero carbon authority by 2030 and for Leicestershire as a county to become net zero by 2045, the impact of materials chosen for highway construction activities will be considered from the point of view of carbon generated through its entire lifecycle.
- 8.3 The council's materials palettes consider the carbon and wider environmental impacts of materials. However, understanding the lifecycle carbon consequences of a material, from the manufacturing stage and required construction methods through to durability from usage, is incredibly challenging and will be an ongoing piece of work undertaken with support from the wider industry.
- 8.4 In designing new highway, consideration should be given to the resilience of future assets to the negative impacts of climate change (such as flooding and heat damage), whilst ensuring the core principles of safety and durability are met; this might be through thinking about how drainage systems can better cope with extreme rainfall events or using surfacing materials that can withstand higher temperatures. The National Highways' document "[Preparing for climate change on the strategic road network](#)" examines key areas of risk in relation to climate change and considers how we might adapt in the future.
- 8.5 Additionally, the design of highway in terms of layout and provision of infrastructure can have an impact on the carbon footprint of a scheme. For example, a well-planned development should look to reduce the number of construction vehicle movements, whilst well-designed layouts can encourage residents to adopt active travel modes rather than relying on the car and reduce congestion by enabling the free flow of traffic.

- 8.6 Strategies, such as using ultra-low emission vehicles, reducing carbon-intensive equipment, and incorporating energy-efficient lighting are essential for minimising emissions and should be considered through the construction and design process.
- 8.7 To be acceptable for adoption the council requires all street lighting to be low energy type and accord with [British Standards](#).
- 8.8 To help decarbonise transport and contribute to net zero ambitions for the county, the council is keen to support residents in switching to electric vehicles. The council is currently developing an electric vehicle strategy for Leicestershire to define principles of provision. Developers will need to liaise closely with the council and the local planning authorities regarding EV provision in new developments.

Green and blue infrastructure and the natural environment

- 8.9** Green and blue infrastructure is a network of multi-functional “natural” spaces and features, either urban or rural, which can deliver quality of life and environmental benefits for communities. These spaces could include parks, sustainable drainage systems, individual or groups of trees, watercourses and verges.
- 8.10 The Government has updated the National Planning Policy Framework (NPPF) to include the requirement that ‘new streets are tree-lined’ and sets out the ambition for the creation of beautiful and sustainable places. Additionally, the [Natural Environment and Rural Communities Act 2006](#) (NERC Act) states that public authorities should go beyond the mere maintenance of biodiversity in its current condition and provide for the enhancement and improvement of biodiversity as part of the extended biodiversity duty.
- 8.11 We are developing a [Local Nature Recovery Strategy](#) (LNRS), which is a system of spatial strategies for nature and environmental improvement required by law under the [Environment Act](#) (2021). The purpose of an LNRS is to address the serious decline in nature throughout the UK. Highways can provide important opportunities to improve connectivity of sites of value for wildlife through provision of green and blue infrastructure that has biodiversity benefits.

- 8.12 The Government's National Design Guide also recognises the contribution nature can make to the quality of place and states that natural features should be 'integrated into well-designed places'. The impact of highway design on green and blue infrastructure must be considered and negative effects mitigated.
- 8.13 When appropriately designed and planted, green infrastructure such as trees and landscaping can offer multiple benefits for communities, creating attractive places that encourage people to leave their cars behind, participate in active travel and enjoy spending time there. In the context of climate change, it can provide shade, reduce flooding, act as a carbon sink and provide valuable corridors for wildlife.
- 8.14 The council will facilitate green and blue infrastructure within the highway that meets the principles of design quality in relation to appropriateness to the local context and asset management best practice. To align with national and local guidance and planning policy it is expected that such provision should help facilitate broader objectives including place making, health and wellbeing, carbon net zero and biodiversity net gain.
- 8.15 Designs should consider sustainable use of land including the protection of soil quality, geological diversity and protecting mineral resource.

[Back to top](#)

Part 2: Highway Development Management

Content

[Highway Development Management overview](#)

[Highway Development Management policies](#)

[Preparing development proposals](#)

[Highway Development Management Survey Requirements](#)

[Transport Modelling](#)

[Road Safety Audits](#)

[Air Quality Management Areas](#)

[Section 278 Agreements Information Required at Preliminary Design Stage](#)

Part 2: Highway development management

1. Highway Development Management overview

1.1 This section of the Leicestershire Highway Design Guide (LHDG) sets out the policies and assessments relating to the council's highway development management role, including:

- The role of the council as the highway authority.
- HDM policies and objectives relating to their role as statutory consultee to the planning process.
- Preparing development proposals, including the validation requirements for transport assessments (TAs), transport statements (TS) or travel plans (TPs) and other supporting information.
- Highway data collection requirements.
- Traffic modelling and the services the council can provide.
- The council's Road Safety Audit Policy.

1.2 Generally, proposals will be considered acceptable where:

- the policies, objectives and standards set out in this document are met;
- they accord with local and national policies and objectives;
- full supporting details for developments are provided in line with LHDG 'Preparing Development Proposals'.

1.3 As the LHA for the county, the council's primary focus is on prioritising the safety and efficiency of a cohesive transport network. However, the council is also conscious that national policy and guidance is increasingly emphasising the wider role highways should play in delivering attractive, accessible places that offer benefits for the environment and our health and wellbeing.

[Back to top](#)

2. Highway Development Management Policies

Overview

- 2.1 LHDG reflects current national policy, guidance and standards, including [Manual for Streets](#), [Local Transport Note 1/20](#) and [National Design Code](#). [The National Planning Policy Framework \(December 2024\) \(NPPF\)](#) is the key point of reference for Leicestershire Highway Design Guide (LHDG) policy pertaining to the delivery of sustainable transport in the county. The council will work with developers and planning authorities so that new highway development accords with the NPPF to ensure:
- Sustainable transport options are prioritised for all modes, with priority given to active travel movements, taking account of the vision for the site, the type of development and its location;
 - The assessment of whether a proposed highway access is safe and suitable will be undertaken with reference to risks associated with the characteristics of the location and specifics of the proposals;
 - Proposals for new development and any associated highways schemes or impacts do not raise unacceptable safety concerns;
 - Any negative impacts on the effectiveness of the transport network can be avoided or “cost effectively mitigated to an acceptable degree through a vision-led approach.”.
- 2.2 A key change to NPPF as published in December 2024 relates to the ‘vision-led approach’, which it defines as, “an approach to transport planning based on setting outcomes for a development based on achieving well-designed, sustainable and popular places, and providing the transport solutions to deliver those outcomes as opposed to predicting future demand to provide capacity (often referred to as ‘predict and provide’)”.
- 2.3 The council will provide further revision to this chapter of LHDG when the requirements of the vision-led approach and monitoring now sought by NPPF are clarified through revised [Planning Practice Guidance](#) and / or emerging best practice.

- 2.4 The council's commitment to sustainability is further demonstrated through the production of wide-reaching policy and strategy documents, such as:
- Net Zero Strategy and Action Plan
 - Environmental Strategy
 - Public Health Strategy
 - Cycling and Walking Strategy
 - Tree Charter and Tree Management Strategy
- 2.5 These documents set out how the council will work collaboratively with partners, including developers, district and borough councils and the wider industry, to meet sustainability objectives.
- 2.6 Development proposals will be assessed against the following policies. Where it is considered that proposals have material severe implications, the council will normally seek to advise refusal of planning applications.

Policy 1 - Sustainable access for all

- 2.7 Development must be accessible for all highway users and maximise the uptake of sustainable travel choices.

Implementing Policy 1

- 2.8 All developments that generate significant amounts (in accordance with "Preparing Development Proposals" section of the LHDG) of movement are required to provide a TP, and the application should be supported by a vision-led TS or TA so that the likely impacts of the proposal can be assessed.
- 2.9 The council will advise refusal of planning applications where the lack of sustainable travel choices results in an unacceptable impact on highway safety, or a severe residual cumulative impact on the road or transport network taking into account all reasonable future scenarios.

Policy 1 Context

2.10 An effective and safe transport network enables communities to make active travel choices that are beneficial for health and wellbeing. The uptake of active and sustainable travel can be discouraged where real or perceived threats to the safety or efficiency of those choices result from severe impacts on the road network. In accordance with NPPF, new highway infrastructure must:

- offer active and sustainable travel choices that are genuine, attractive alternatives to the car and protect the environment;
- include a genuine choice of transport modes;
- be designed to give “priority first” to pedestrian and cycle movements, both within the scheme and with neighbouring areas and minimises the scope for conflicts between active travel modes and motor vehicles.
- facilitate access to high-quality, effective passenger transport;
- ensure accessibility for all users through consideration of the demographics of the surrounding location during the design process. Developers must particularly address the needs of people with disabilities in relation to all modes of transport;
- design out crime and feel like safe and attractive places that respond to the context of the location. National guidance relating to facilitating of personal safety through design is available through documents such as Cabi’s [“Creating safe places to live through design”](#) and the Landscape Institute’s [“Creating Safer Spaces White Paper”](#).

Policy 2 - Access to the existing highway network

2.11 The council will apply a risk-based assessment of proposals for new accesses onto the existing highway network and alterations to and/or intensification of existing accesses so that they do not result in unacceptable road safety and operational concerns.

Implementing Policy 2

2.12 All developments that generate significant amounts of traffic movement are required to provide a TP, and the application should be supported by a vision-led TA or TA (in accordance with all guidance in the [“Preparing](#)

[Development Proposals](#)” section of the LHDG) so that the likely impacts of the proposal can be assessed.

2.13 The council will work with developers to ensure applications do not create unacceptable road safety and operational concerns regarding new accesses or impacts on existing accesses.

2.14 Please refer to [Table 1](#) ‘Normal Minimum Additional Details Required to Support Development Proposals’

Policy 2 Context

- 2.15 To ensure the provision of safe and suitable accesses for all users, the council will employ a risk-based approach to assessing the impact of proposals on new connections or alterations to the existing road network.
- 2.16 The council encourages early engagement to discuss issues related future accesses onto the network.
- 2.17 In consideration of safety and efficient operation, the council will assess access proposals using a risk-based approach that considers relevant data including whether a proposal sits on Leicestershire's [Resilient Network](#), the [Major Road Network](#), vehicle volumes and speed limit, actual speeds and accident records alongside other relevant transport information provided by the developer.
- 2.18 Where necessary data is unavailable this must be provided to the council by the developer. Please refer to the council's [Data Collection](#) section.
- 2.19 Where access is acceptable to the council in principle, the council will expect its layout to comply with LHDG design guidance. The council will advise refusal of any planning application that raises severe concerns regarding road safety. Approval for a new access (and any associated development) will also depend on the planning authority where planning permission is required.

Policy 3 - Highway Safety

- 2.20 The council will review development road safety information, to ensure the scheme and development proposals do not raise unacceptable safety concerns, and the Road Safety Audit process has been satisfactorily undertaken.

Implementing Policy 3

- 2.21 New highway and transportation proposals must meet the conditions of the LHDG Road Safety Audit Policy. Proposals for new highway schemes and development must not raise unacceptable safety concerns.

Policy 3 Context

- 2.22 Scheme designs must be subject to road safety audit requirements in accordance with the national standards defined in the Design Manual for Roads and Bridges and the relevant sections of the LHDG. A more inclusive approach involving slower traffic speeds (where identified through assessment as being necessary) is advocated to create a safer environment.
- 2.23 In addition to the Road Safety Audit policy, the council has prepared a series of checklists and templates to help developers meet expected requirements.
- 2.24 Street layouts must be designed to ensure the needs of emergency and waste collection services are accommodated.
- 2.25 In accordance with NPPF 117 (e), development should “be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.” For the safety of all highway users, the council does not permit the trailing of cables from private residences across any part of the highway; development must be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations. Answer

Policy 4 - Development Impact Policy

Significant operational and road safety impacts of development on the transport network must be mitigated to an acceptable degree.

Implementing Policy 4

- 2.26 All developments that generate significant amounts of traffic movement are required to provide a TP, and the application should be supported by a vision-led TA or TA (in accordance with “Preparing Development Proposals” section of the LHDG) so that the likely impacts of the proposal can be assessed.
- 2.27 The LHA will work with developers to ensure that suitable mitigation is proposed where there are significant impacts on capacity, congestion and/or highway safety. Developments which leave significant impacts unmitigated are unlikely to be accepted by the LHA.

2.28 Please refer to **Table 1** 'Normal Minimum Additional Details Required to Support Development Proposals'

Policy 4 Context

2.29 To demonstrate that a proposed development is appropriate against paragraph 116 of the NPPF, explicitly that it would not result in an unacceptable impact on road safety or that the residual cumulative impact on the road network would not be severe taking into account all reasonable future scenarios, mitigation may be required in connection with the proposals.

2.30 Types of mitigation, which the LHA would seek to secure through the planning process, can include:

- Public transport infrastructure and / or services;
- Active travel improvements;
- Highway capacity; and
- Highway safety.

[Back to top](#)

3. Preparing Development Proposals

Introduction

- 3.1 “All developments that will generate significant amounts of movement should be required to provide a TP, and the application should be supported by a vision-led transport statement or transport assessment so that the likely impacts of the proposal can be assessed and monitored.”
NPPF (National Planning Policy Framework) paragraph 118
-

- 3.2 The extent of assessment required for each development proposal will vary depending on its scale and impact on the existing highway network and transportation infrastructure. This section sets out the information required (validation requirements) by Highway Development Management so that planning applications and submissions can be assessed to ensure development proposals are delivered in ways that safeguard the efficient and safe functioning of the transport network.

The Purpose of Assessment

- 3.3 It is important, particularly for larger developments that highways and transportation matters are not considered separately from other aspects of a development's design. A co-ordinated and vision-led approach to design is vital to:
- help encourage and prioritise walking, cycling and use of public transport;
 - regulate vehicle speeds (which may be influenced by how drivers regard their surroundings);
 - make sure buildings, streets and spaces are designed to reduce risks to personal safety, particularly to pedestrians, cyclists and public transport users;
 - make sure that the design of buildings and, where entrances are placed, does not encourage people to park in inappropriate on-street locations;

- provide parking areas that are safe, secure and enjoy good natural observation but that do not dominate the appearance of a development;
- deliver high-quality developments that reflect local character and distinctiveness (planning authorities are unlikely to favour developments that lack quality layout and design); and
- take account of external factors, such as pedestrian and cycle routes, public-transport routes and bus-stop locations, or any proposed road improvements that may influence a development's layout and its access to the road network.

Sites in Strategic Locations

3.4 The [Leicester and Leicestershire Strategic Growth Plan](#) (SGP) sets out a spatial vision for the area out to 2050. It proposed to shift the focus of future development, placing more in major strategic locations and reducing the amount that takes place in existing towns, villages and rural areas, thus allowing, amongst other matters, planning for new housing and employment together. These strategic locations include:

- The Priority Growth Corridor around the east and south of the City of Leicester;
- The Leicestershire International Gateway, in the north of Leicestershire and centred around East Midlands Airport; and
- The A5 Improvement Corridor.

Progressing development at strategic locations

3.5 Therefore, where it is proposed to bring forward development proposals in these strategic locations, in addition to following the other guidance set out in this part of the LHDG, it will be particularly important to engage at the earliest possible opportunity with the council and relevant local planning authority(ies) to discuss and understand the wider strategic context and the vision. In essence, this is so that in advance of progressing any detailed, technical work (including site masterplanning) an agreed position is reached between all parties as to how a particular development proposal –

or jigsaw piece – aligns with and will help to deliver the SGP spatial vision – or fits into the overall jigsaw puzzle picture.

- 3.6 It is important that an agreed position is reached in advance of progressing any detailed work because the wider strategic context could, for example:
- Require there to be coordination with other development proposals coming forward in these strategic locations (especially where such development proposals are on adjacent or adjoining land to that of the applicant/promoter), including in some cases coordination across different Local Planning Authority boundaries;
 - Require measures to futureproof (including reserving land) for the provision of transport infrastructure needed to facilitate wider and potentially longer-term planned growth than that proposed by the applicant/promoter;
 - Have implications for the overall methodology for assessing the development's transport impacts – a bespoke approach could be required.
- 3.7 Consequently, this would affect the data requirements and the 'tools' (for example transport models) needed to undertake the assessment; which might impact on the choice of transport consultants and influence the considerations of transport infrastructure and measures required to enable the development and mitigate its transport impacts.

Pre-Application Phase

A collaborative approach

- 3.8 The council welcomes early involvement in the development process. This will reduce the time taken during the planning application, works' technical approval and construction stages.
- 3.9 For most planning applications (particularly where a development involves creating a new junction or is likely to result in a change in traffic patterns at an existing junction), the council and the planning authority should be approached for initial discussions about whether proposals can be accepted in principle. This should help to avoid work on a proposal that

cannot be accepted in principle either on highway or planning grounds where planning permission is likely to be refused.

3.10 Applicants for development proposals that are likely to require a TP and a TA or TA, or where otherwise recommended by the Local Planning Authority, are strongly advised to approach the LHA for informal pre-application highways and transport advice. However, the LHA is pleased to offer pre-application advice for any proposal if sought.

3.11 Pre-application highways and transport advice can be sought by emailing hdc@leics.gov.uk with sufficient information on the proposals. The LHA will seek to respond to pre-application highways and transport enquiries from prospective applicants or their consultants within 42 days. There is currently no charge for this service, although this is reviewed from time to time.

Information required at pre-application

3.12 Please note that pre-application advice is offered as officer opinion and will not prejudice any future decision the LHA may make in relation to development proposals. Pre-application advice is based on a desktop exercise and no site visit is undertaken for pre-application advice.

3.13 The following information should be provided as a minimum to enable the LHA to provide informal pre-application advice:

- Red line boundary plan;
- Details of proposed access arrangement;
- Details of use classes and scale;
- Details of sufficient off-street parking, parking space dimensions and garages (if applicable);

3.14 Details of correspondence with the Local Planning Authority (if applicable).

3.15 The council may accept pre-application enquiries with less information than listed above, but this would limit the scope of the advice the council is able to provide.

3.16 The council is also keen to agree detailed scopes of TAs and modelling at the pre-application stage.

Planning Application Requirements

3.17 Once agreed in principle the LHDG should be referred to throughout all stages of the proposal, particularly where the developer intends the new highway to be adopted by the council.

3.18 For some scales and types of development, additional supporting details such as a TA or TA and a TP may be required. Table 1 indicates which types of development the council requires this for.

3.19 It should also be noted that for some applications, additional documents and information will be needed, which could include:

- [PRTM Modelling](#);
- ['Active Travel England's \(ATE's\) Planning Application Assessment Toolkit'](#)
- Traffic model files;
- Construction Traffic Management Plan;
- Delivery and Servicing Management Plan;
- Non-Motorised User Audit;
- Public Transport Strategy;
- Development Phasing;
- Walking Cycling and Horse Riding Assessment and Review (WCHAR);
- Road Safety Audit (RSA) and Designer's Response.

[Back to top](#)

<u>Table 1: Normal Minimum Additional Details Required to Support Development Proposals</u>				
		<u>Gross Floor Area (GFA), m2</u>		
<u>Land Use Class</u>	<u>Use and Description of Development</u>	<u>No Assessment</u>	<u>Transport Statement (TS) and Travel Plan (TP)</u>	<u>Transport Assessment (TA) and Travel Plan (TP)</u>
<u>Class B2 - Industrial</u>	<u>General industry (not included in Class E(g)).</u>	<u>GFA up to 2,500 m2</u>	<u>GFA between 2,500 – 4,000 m2</u>	<u>GFA over 4,000 m2</u>
<u>Class C1 - Hotels, Boarding and Guest Houses</u>	<u>includes:</u> <ul style="list-style-type: none"> <u>Hotels</u> <u>Boarding houses</u> <u>Guest houses</u> <u>If 'no significant element of care is provided', hostels are excluded.</u>	<u>Up to 75 bedrooms</u>	<u>Between 75 – 100 bedrooms</u>	<u>Over 100 bedrooms</u>

<u>Table 1: Normal Minimum Additional Details Required to Support Development Proposals</u>				
		<u>Gross Floor Area (GFA), m2</u>		
<u>Land Use Class</u>	<u>Use and Description of Development</u>	<u>No Assessment</u>	<u>Transport Statement (TS) and Travel Plan (TP)</u>	<u>Transport Assessment (TA) and Travel Plan (TP)</u>
<u>Class C2 - Residential Institutions</u>	<u>Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres</u>	<u>Up to 30 beds</u>	<u>Between 30 – 50 beds</u>	<u>Over 50 beds</u>
<u>Class C2A - Secure Residential Institutions</u>	<u>Includes prison, young offenders' institution, detention centre, secure training centre, custody centre, short-term holding centre, secure hospital, secure local authority accommodation, use as a military barracks</u>	<u>Up to 250 residents</u>	<u>Between 250 – 400 residents</u>	<u>Over 400 residents</u>

<u>Table 1: Normal Minimum Additional Details Required to Support Development Proposals</u>				
		<u>Gross Floor Area (GFA), m2</u>		
<u>Land Use Class</u>	<u>Use and Description of Development</u>	<u>No Assessment</u>	<u>Transport Statement (TS) and Travel Plan (TP)</u>	<u>Transport Assessment (TA) and Travel Plan (TP)</u>
<u>Class C3 - Dwelling houses</u>	<u>Dwellings included in Use Class C3(a), C3(b) and C3(a).</u>	<u>Up to 50 dwellings</u>	<u>Between 50 – 80 dwellings</u>	<u>Over 80 dwellings</u>
<u>Class C4 - Houses in multiple occupation (HMO)</u>	<u>Small, shared houses occupied by up to six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.</u>	<u>To be agreed with the council</u>		

<u>Table 1: Normal Minimum Additional Details Required to Support Development Proposals</u>				
		<u>Gross Floor Area (GFA), m2</u>		
<u>Land Use Class</u>	<u>Use and Description of Development</u>	<u>No Assessment</u>	<u>Transport Statement (TS) and Travel Plan (TP)</u>	<u>Transport Assessment (TA) and Travel Plan (TP)</u>
<u>Class E – Commercial, Business and Service</u>	<u>E(a) Display or retail sale of goods, other than hot food</u>	<u>GFA up to 800m2</u>	<u>GFA between 800 – 1,500 m2</u>	<u>GFA over 1,500 m2</u>
	<u>E(b) Sale of food and drink for consumption (mostly) on the premises</u>	<u>GFA up to 300 m2</u>	<u>GFA between 300 – 2,500 m2</u>	<u>GFA over 2,500 m2</u>

<u>Table 1: Normal Minimum Additional Details Required to Support Development Proposals</u>				
		<u>Gross Floor Area (GFA), m2</u>		
<u>Land Use Class</u>	<u>Use and Description of Development</u>	<u>No Assessment</u>	<u>Transport Statement (TS) and Travel Plan (TP)</u>	<u>Transport Assessment (TA) and Travel Plan (TP)</u>
<u>Class E – Commercial, Business and Service</u>	<u>E(c) Provision of: (c)(i) Financial services(c),</u> <u>E(c)(ii) Professional services (other than health or medical services (c), or</u> <u>E(c)(iii) Other appropriate services in a commercial, business or service locality</u>	<u>GFA up to 1,000 m2</u>	<u>GFA between 1,000-2,500 m2</u>	<u>GFA over 2,500 m2</u>
	<u>E(d) Indoor sport, recreation or fitness (not involving motorised vehicles or firearms or use as a swimming pool or skating rink)</u>	<u>GFA up to 500 m2</u>	<u>GFA between 500 – 1,500 m2</u>	<u>GFA over 1,500 m2</u>

<u>Table 1: Normal Minimum Additional Details Required to Support Development Proposals</u>				
		<u>Gross Floor Area (GFA), m2</u>		
<u>Land Use Class</u>	<u>Use and Description of Development</u>	<u>No Assessment</u>	<u>Transport Statement (TS) and Travel Plan (TP)</u>	<u>Transport Assessment (TA) and Travel Plan (TP)</u>
	<u>E(e) Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)</u>	<u>GFA up to 500 m2</u>	<u>GFA between 500 – 1,000 m2</u>	<u>GFA over 1,000 m2</u>
	<u>E(f) Creche, day nursery or day centre (not including a residential use)</u>	<u>GFA up to 500 m2</u>	<u>GFA between 500 – 1,000 m2</u>	<u>GFA over 1,000 m2</u>

<u>Class E – Commercial, Business and Service</u> -	<u>E(g) Uses which can be carried out in a residential area without detriment to its amenity:</u> <u>E(g)(i) Offices to carry out any operational or administrative function,</u> <u>E(g)(ii) Research and development of products or processes,</u> <u>E(g)(iii) Industrial processes</u>	<u>GFA up to 1,500 m2</u>	<u>GFA between 1,500 – 2,500 m2</u>	<u>GFA over 2,500 m2</u>
<u>Class F.1 - Learning and Non-Residential Institutions</u>	<u>Provision of education, Display of works of art (otherwise than for sale or hire), Museums, Public libraries or public reading rooms, public halls or exhibition halls, public worship or</u>	<u>GFA up to 500 m2</u>	<u>GFA between 500 – 1,000 m2</u>	<u>GFA over 1,000 m2</u>

<u>Table 1: Normal Minimum Additional Details Required to Support Development Proposals</u>				
		<u>Gross Floor Area (GFA), m2</u>		
<u>Land Use Class</u>	<u>Use and Description of Development</u>	<u>No Assessment</u>	<u>Transport Statement (TS) and Travel Plan (TP)</u>	<u>Transport Assessment (TA) and Travel Plan (TP)</u>
	<u>religious instruction (or in connection with such use), Law courts</u>			
<u>Class F2 local Community</u>	<u>F2(a) Shops (mostly) selling essential goods, including food, where the shop's premises do not exceed 280 square metres and there is no other such facility within 1000 metres</u>	<u>GFA up to 250 m2</u>	<u>GFA between 250 - 800 m2</u>	<u>GFA over 800 m2</u>

<u>Table 1: Normal Minimum Additional Details Required to Support Development Proposals</u>				
		<u>Gross Floor Area (GFA), m2</u>		
<u>Land Use Class</u>	<u>Use and Description of Development</u>	<u>No Assessment</u>	<u>Transport Statement (TS) and Travel Plan (TP)</u>	<u>Transport Assessment (TA) and Travel Plan (TP)</u>
	<u>F2 (b) Halls or meeting places for the principal use of the local community</u> <u>F2 (c) Areas or places for outdoor sport or recreation (not involving motorised vehicles or firearms)</u> <u>F2 (d) Indoor or outdoor swimming pools or skating rinks</u>	<u>GFA up to 500 m2</u>	<u>GFA between 500 – 1,500 m2</u>	<u>GFA over 1,500 m2</u>

<u>Table 2: Normal Minimum Additional Details Required to Support Development Proposals</u>			
<u>Land Use Class: Sui Generis</u>	<u>Gross Floor Area (GFA), m2</u>		
<u>Use and Description of Development</u>	<u>No Assessment</u>	<u>Transport Statement (TS) and Travel Plan (TP)</u>	<u>Transport Assessment (TA) and Travel Plan (TP)</u>
<u>Public houses, wine bars, or drinking establishments</u>	<u>GFA up to 300 m2</u>	<u>GFA between 300 - 600 m2</u>	<u>GFA over 600 sq. m</u>
<u>As above but with expanded food provision</u>	<u>GFA up to 300 m2</u>	<u>GFA between 300 - 600 m2</u>	<u>GFA over 600 sq. m</u>
<u>Hot food takeaways (for the sale of hot food where consumption of that food is mostly undertaken off the premises), also drive-through restaurants and coffee shops</u>	<u>GFA up to 250 m2</u>	<u>GFA between 250 - 500 m2</u>	<u>GFA over 500 m2</u>

<u>Theatres</u> <u>Amusement arcades/centres or funfairs</u> <u>Launderettes</u> <u>Fuel stations</u> <u>Hiring, selling and/or Displaying motor vehicles</u> <u>Taxi businesses</u> <u>Scrap yards, or a yard for the Storage/distribution of Minerals and/or the breaking of motor vehicles</u> <u>'Alkali work' (any work registerable under the Alkali, etc. Works Regulation Act 1906 (as amended))</u> <u>Hostels (providing no significant element of care)</u> <u>Waste disposal installations for the incineration, chemical treatment or landfill of hazardous waste</u> <u>Retail warehouse clubs</u> <u>Nightclubs</u> <u>Casinos</u>	<u>To be agreed with the council</u>
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<u>Betting offices/shops</u> <u>Pay day loan shops.</u> <u>Venues for live music performance</u> <u>Cinemas, concert halls, bingo halls and dance halls</u>	
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Advising the Council of Site-Specific Matters

3.20 Despite the thresholds indicated above, the LHA may advise the applicant on different levels of assessment appropriate in certain circumstances, for example:

- The nature of the Vision in the context of the vision-led approach required by NPPF and in accordance with the [Leicestershire Transport Plan 4](#);
- Where there are areas of poor accessibility to public transport or where the local transport infrastructure is inadequate, for example, the roads are substandard the pedestrian and cyclist facilities are poor;
- Where there are areas of existing traffic congestion;
- Where there are areas of existing on-street parking problems;
- Any development that is likely to increase personal injury collisions or conflicts among drivers and non-drivers, particularly vulnerable road users such as children, people with disabilities and elderly people;
- Any development that generates HGVs which impact on 'sensitive' areas, such as residential areas or an area subject to a weight restriction;
- Any development generating significant abnormal loads per year;
- Any development located within or adjacent to Air Quality Management Areas
- Any development in other 'sensitive' areas, such as where development traffic may affect a school or where there are significant numbers of vulnerable people.
- Any development that does not conform with the adopted development plan;
- Any development which proposes 100 or more parking spaces;

- In the case of schools and further and higher education establishments, the council may need a TA if pupil or student numbers would be increased by 10% or more;
- The council will consider facilities such as a new sports hall or a community facility in the case of schools and further and higher education establishments on a site-by-site basis.

3.21 Please contact the Council if you are unsure of the requirements.

Extent of assessment required

3.22 For most developments where a TS is required, this should normally be a relatively short document indicating, amongst other things, the steps taken to reduce car travel and promote sustainable modes, as well as any site access proposals and operational requirements (servicing and parking).

3.23 A TA is far more comprehensive. It will normally cover a much wider area and focus on:

- reducing the need to travel, especially by car;
- promoting access to the development by all sustainable modes of travel;
- dealing with residual car trips and how their impacts can be mitigated (reduced); and
- Site access and operational requirements.
- For guidance on the content of a TS or TA, please refer to the guidelines in LHDG “Transport Assessment Guidance” for more details.

3.24 As previously indicated, when a TA is required, the LHA strongly recommends that the scope of assessment is agreed with the LHA at the pre-application stage in advance of the TA being prepared. major TA.

3.25 The council is currently preparing detailed guidance on preparing TPs, expected to be available in 2025, however the council currently expects these to be prepared in line with best practice.

3.26 The need for sustainable transport obligations in connection with different types and scales of development is set out in the council's planning obligations policy, which is currently under review.

Planning Application Content

3.27 When a planning application is submitted, the LHA will expect it to be accompanied by sufficient detail for the council to review it against paragraph 115 of the NPPF. The December 2024 version of NPPF reads as follows:

3.28 'Paragraph 115. In assessing ... specific applications for development, it should be ensured that:

- sustainable transport modes are prioritised taking account of the vision for the site, the type of development and its location;
- safe and suitable access to the site can be achieved for all users;
- the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the [National Model Design Code](#); and
- any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach..'

3.29 The following sections set out some of the detail which the LHA is likely to require regarding the points 1,2 and 4 above.

Sustainable transport and active travel

The applicant will be required to demonstrate the sustainable travel credentials of the development proposals. You should refer to Local Transport Note 1/20 "Cycle infrastructure design" and the relevant sections of the LHDG in the design of new cycle and pedestrian infrastructure for a site.

What to Consider

3.30 Depending on the scale of development and land use type, consideration should be given to the following:

- The vision-led approach;
- [ATE Planning Application Assessment Toolkit: Checklist User Manual](#);
- If the site is well located in terms of existing or planned pedestrian and cycle routes and how far the walking and cycling distances are from such routes;
- Any public footpaths or any other public rights of way such as bridleways, which may be affected by the development;
- How well the site is served by an accessible and frequent public-transport service offering a choice of destinations, the location of and routes to any bus stops and any facilities such as shelters;
- For new residential developments in particular:
- How near shops, community or leisure centres, employment areas and so on are located (the Manual for Streets sets out that 'walkable' neighbourhoods typically have a range of every-day facilities within 10 minutes walking time – up to 800m);
- The standard of the routes between the development and these facilities, particularly for walking and cycling, how safe, direct high-quality routes can best be provided, and how far the walking and cycling distances are from the facilities;
- The schools that children are likely to attend;
- The standard of routes to the schools, particularly for walking and cycling;
- Any 'safe routes to school' proposals; and
- Are the schools able to accommodate more children, for example, what is the existing traffic and parking situation and is there enough classroom capacity.

- What are the likely main destinations for vehicles, pedestrians and cyclists travelling from or to the site, where are they likely to have come from and what routes are available to them?
- Will a new bus service be needed to run through the site, or will existing services running past it need improving?

Safe and Suitable Access

3.31 If access is to be determined in detail, the LHA is likely to require the submission of the following:

- Site access proposals which cater for all users, including those with accessibility needs;
- Preliminary site access designs and supporting information must accord with the Leicestershire Highway Design Guide (LHDG). The site access design must demonstrate that the access is deliverable within land under the control of the applicant and / or adopted highway;
- Site access designs which meet all road safety-related criteria; and
- Operational analysis, which shows that the access will be capable of accommodating sufficient vehicle flows, where appropriate; and
- Vehicle swept path analysis to show that satisfactory access can be gained by the vehicle types which are expected to use it.

3.32 Where access is not being determined in detail, the LHA will require sufficient information to determine whether safe and suitable access is likely to be achievable when a future reserved matters application is submitted. In practice, depending on the site, this could require some or all the above information to be submitted even if access is not being determined.

Mitigating Impact on Road Safety or the Network

3.33 To demonstrate that a proposed development is appropriate against paragraph 116 of the NPPF, i.e. that it would not result in an unacceptable impact on road safety or that the residual cumulative impact on the road network would not be severe considering all reasonable future scenarios, mitigation may be required in connection with the proposals.

3.34 Types of mitigation, which the LHA would seek to secure through the planning process, can include:

- Public transport infrastructure and / or services;
- Active travel improvements;
- Highway safety; and
- Highway capacity.

3.35 Any proposed scheme access designs and supporting information must accord with the Leicestershire Highway Design Guide (LHDG). Schemes must be demonstrated to meet the necessary objectives (i.e. mitigate impacts) and must be deliverable within land under the control of the applicant and / or adopted highway.

[Back to top](#)

Assessing Transport Impacts

3.36 The purpose of these guidelines is to set out clearly to developers and their consultants the matters that need to be covered in either a TA or TS.

3.37 Please see [Table 1](#) and the accompanying text for advice on when a TP and TA or TS is required to assess the impact of a development proposal. It is difficult to impose rigid rules on the scope and content of a TA or TS, as this will depend on the circumstances which exist at each development site. Early pre-application discussions should take place with the council to agree site-specific requirements, however the LHA expects TPs, Tas and TSs to be prepared largely in accordance with the following documents:

- Planning Practice Guidance (PPG) on '[Travel Plans, Transport Assessments and Statements](#)' and '[Transport evidence bases in plan making and decision taking](#)' and any subsequent or amended PPG which may be released to set out guidance on the vision-led approach; and
- Department for Communities and Local Government (DCLG) and Department for Transport (DfT), 'Guidance on Transport Assessment' (GTA), March 2007. Whilst GTA was withdrawn by the coalition government alongside much other planning policy and guidance at the time, the council and many other highway authorities continue to consider GTA to form best practice in the assessment of the transport impacts of development proposals.

3.38 For applications which would have an impact on the strategic road network, Local Planning Authorities will expect engagement with National Highways and be aware of the content of the [DfT Circular 01/2022](#) 'Strategic Road Network and the Delivery of Sustainable Development'.

3.39 It is also advised that the requirements of Active Travel England (ATE) are considered.

3.40 Notwithstanding the paragraphs above, please see below for the LHA's minimum requirements.

Data Requirements

3.41 To enable the LHA to thoroughly review a planning application as efficiently as possible, the following data will need to accompany a TA or Transport Statement when a planning application is submitted:

Junction Assessments

3.42 Any detailed junction assessment should be undertaken using the latest versions of 'Junctions' for priority and roundabout junctions or LINSIG for signal-controlled junctions. With respect to such junction capacity assessments, to ensure the LHA can carry out an efficient review and checks of the junction models, information including the following will be required:

- Models should be validated against observed conditions (e.g. queues, delays).
- Scale plans of junction geometries used for model input should be provided for review.
- Details of any signal specifications used.
- Full model outputs in PDF format.
- Actual model files provided for review. These are often not provided initially, which can result in our delay of an application.
- If the use of micro-simulation is required, then the data requirements for both the modelling and its review can be extensive.

Audits, Assessments and Drawings

3.43 To enable the LHA to review scheme proposals (including the site accesses and any schemes of mitigation or improvement where applicable), the information including the following will be required:

- Stage 1 Road Safety Audits, satisfactory Designer's Response and amended design if necessary.
- Scale design drawings in both AutoCAD and PDF format.
- Details of design methodology (E.g. explanation of standards applied, choice of junction type, details of any 'departures').

- Recorded free-flow 85th percentile speeds are required to define any stopping sight distance or visibility splay requirements.
- Pedestrian crossing assessments if appropriate.
- Any other models or supporting calculations.

Traffic Survey Data and Assessment

3.44 To enable the LHA to review traffic flow scenarios, we will require information including:

- Traffic survey data.
- Peak hour traffic flow scenarios.
- The spreadsheet used to develop the above.
- An explanation of any calculations.
- Any Pan-Regional Transport Model (PRTM) inputs and outputs.

3.45 Whilst the above lists of data are not exclusive, provision of sufficient data should enable the council to review applications efficiently by reducing unnecessary delays.

[Back to top](#)

4. Transport Assessments (TA)

- 4.1 The council will provide further revision to this section of LHDG when the requirements of the vision-led approach and monitoring now sought by NPPF are clarified through revised [Planning Practice Guidance](#) and / or emerging best practice.

Purpose of a Transport Assessment (TA), Transport Statement (TS)

- 4.2 A TA is more comprehensive than a TS. The key difference between a TS and a TA is that a TA will assess and demonstrate the traffic and transport impact of a development over a wider area, beyond simply the site access and the site itself. In most cases, the council will require the detailed scope of a TA to be agreed at the pre-application stage.
- 4.3 A TA will be expected to demonstrate how a development sits against paragraph 115 of NPPF and give the LHA sufficient information to consider whether the development should be advised for approval given the tests for advising refusal set out in paragraph 116 of NPPF.

Expectations from a Transport Assessment

- 4.4 NPPF defines a TA as, “A comprehensive and systematic process that considers and sets out transport issues relating to a proposed development, in the context of the vision for the scheme. It identifies measures required to support alternatives to the car such as walking, cycling and public transport, and to promote accessibility and safety, together with measures that will be needed deal with the anticipated transport impacts of the development.”
- 4.5 The LHA will typically expect a TA to demonstrate the following aspects of the development. The list below is not exhaustive; neither will each matter need to be considered for every development. Please refer to the Planning Policy Guidance (PPG) and Guidance on Transport Assessment (GTA) for more information.
- **Full description** of development, including land use, scale, phasing, number of employees if non-residential, how it is expected to operate (e.g. hours, shifts), and in the case of non-residential development whether it is speculative or if a specific operator is identified.

- Demonstrate that the proposed **level of parking** is in accordance with the LHA's minimum parking standards (see [Highway layouts and design](#)) or otherwise acceptable. For some developments, a parking strategy, including monitoring or parking on and off-site, may be required.
- Demonstrate that **servicing provision** is suitable (including vehicle swept path analysis) such that there would not be an unacceptable impact on the highway (such as by reversing onto or queuing on the highway).
- **Site location and baseline transport and highway conditions.** Depending on the location and scale of development, a detailed understanding should be demonstrated with respect to all modes of travel and other locational transport characteristics. This should include a detailed review of sustainable accessibility (see under '[Sustainable Transport and Active Travel](#)').
- Propose and promote **sustainable accessibility improvements** to demonstrate compliance with LHDG and the NPPF, December 2024. For some developments, a detailed sustainable access strategy will be required. Proposals could include pedestrian and / or cycle crossings, footway and cycleway improvements, bus infrastructure, bus service proposals and so on.
- **Safe and suitable access for all users** (see under '[Safe and Suitable Access](#)'). In all cases, as well as being safe and able to accommodate appropriate vehicles, the site access will be expected to demonstrate that it can operate within normally accepted thresholds of practical capacity.
- Full details of **predicted multi-modal trip generation** and breakdown. Details / methodology to be agreed pre-application in most cases. If TRICS is used, whilst 85th percentile rates should be used where these can be justified, in most cases the LHA will accept average trip rates.
- Details of any **vehicle trip breakdown** (such as for retail developments).

- Any **trip netting** due to existing or permitted land uses on the site which would be replaced, must be agreed at the pre-application stage;
 - Full details of vehicle trip distribution, and vehicle trip assignment. Details / methodology to be agreed pre-application in most cases. If a TA is required, the LHA strongly recommend Pan Regional Transport Model (PRTM) is used (to a varying degree depending on scale and location of development);
 - Traffic flow scenarios. The TA should develop network / development specific (to be agreed via scoping) peak hour flow assessment traffic flows as follows:
 - Base year
 - Future assessment year of Planning Application plus five years as a minimum, with and without development;
 - Depending on the scale and nature of development and the assessment, other assessment years may be required, for example correspondence with development phases if relevant / appropriate, local plan years, PRTM model years;
 - All future assessment year scenarios are required to include all committed and Local Plan development flows as well as take account of any improvements on the network. The use of PRTM is strongly recommended in this respect to provide a bespoke growth rate/s, even if the nature of development would not strongly recommend PRTM is used (to a varying degree depending on scale and location of development).
- **Off-site detailed junction modelling** to establish development-related traffic impact. Depending on the nature and location of an off-site junction, the LHA may require the scope of assessment to include any junction that experiences a development-related change of 30 or more two-way vehicle trips to be modelled in detail. Junctions subject to existing congestion may be required to be modelled for lower number of trips, as may junctions where other issues could exist. The

scope of assessment may be required to match an 'Area of Influence' identified via PRTM.

- **Mitigation proposals** for significant impacts on junction operation (see under '[Mitigation of Significant Impacts](#)'). As with site access proposals, any physical mitigation proposals or other improvements on the highway network are required to be supported by a satisfactory Stage 1 Road Safety Audit, Designer's Response and an amended design if required. Mitigation proposals are required to be deliverable within adopted highway and / or land under the control of the Applicant. It may be appropriate for a phased mitigation strategy to be developed in line with proposed development build-out phases, otherwise full mitigation is likely to be required prior to first occupation / opening.
- **Personal Injury Collision (PIC)** data is required to be reviewed for the most-recent five-year period for which data is available on the highway network within either 500m of the site access in each direction or over the scope of network considered for traffic impact, whichever is greater. The analysis should identify any patterns of PICS which could be exacerbated by proposed development trips and, if so, set out appropriate mitigation or remedial road safety measures.
- **Highway impact of site construction works**, including details of any abnormal loads and how any demolition would be undertaken.

4.6 A TA must demonstrate that a development is clearly acceptable against the tests for refusal set out in NPPF paragraph 116, to the LHA's satisfaction.

Transport Statements and Travel Plans

Transport Statements

- 4.7 NPPF defines a TS as, "A simplified version of a transport assessment where it is agreed the transport issues arising from development proposals are limited and a full transport assessment is not required".
- 4.8 Whilst a TS can be expected to cover many of the basic subject areas as set out above (under TA), this will only be required over a smaller area (focused on the site access, nearby transport network and the development

proposals themselves). It would be beneficial if you agree the scope of a TS at the pre-application stage.

Travel Plans

- 4.9 NPPF defines a Travel Plan (TP) as, “A long-term management strategy for an organisation or site that details how agreed sustainable transport objectives are to be delivered, and which is monitored and regularly reviewed.”
- 4.10 A TP will be required to accompany any planning application where a TA or TS is required.
- 4.11 The council is currently revising its TP guidance.

[Back to top](#)

5. Highway Development Management Survey Requirements

Vehicular Speed Assessments

- 5.1 The Highway Development Management (HDM) team require planning application submissions to be based on robust datasets, namely Pneumatic Tubes or Side Detection Radar (SDR) for a minimum period of 7 days. Automated speed measurements can reduce the risk of errors, provide greater volumes of data, and can reduce the risk of the results being artificially skewed (due to the presence of a surveyor influencing driver behaviour). By reviewing longer periods of data, greater confidence can be gained of existing traffic flows/speeds at a prescribed location and ensure the impact of any proposed development can be fully understood.
- 5.2 The survey should be located where the existing/proposed access joins the highway, with equipment being attached to suitable Leicestershire County Council owned infrastructure such as street lighting columns or road signs.
- 5.3 If there is a lack of suitable infrastructure to collect data at the correct location Hand Radar may be permitted as an alternative collection method, however, please seek advice from the HDM team on the appropriateness of such a survey for any given proposal/location. The HDM team can be contacted at: HDC@leics.gov.uk. The team will also want to understand the methodology proposed, specifically how such a survey will be carried out as covertly as possible.

Manual Classified Counts and Vehicle Turning Movements

- 5.4 Manual classified counts (MCC) and vehicle turning movements are likely to remain as a single day capture but should be deployed alongside Pneumatic Tubes or SDR on at least one link, for a period of at least 7 days covering the date of the MCC to ensure the data is representative.

Neutral Traffic Periods

- 5.5 The recommended periods for data collection are school term days in February-June and September-November. The week before and after the holiday period may be atypical and it should be noted that Leicestershire tends to run a week ahead of the rest of the country for some of their school holidays. If you believe a speed based survey could go ahead

outside the periods defined here, please contact HDC@leics.gov.uk and NDI@leics.gov.uk to discuss prior to conducting any survey work.

Permits

- 5.6 For all surveys conducted by a third party a [Permit request form](#) must be completed and receive approval before any equipment is installed (see wider [S50 Permit Process](#)). Failure to obtain a permit may result in the HDM team refusing to accept the validity of any data collected.
- 5.7 The council has its own Data Collection Team that conducts traffic surveys for both internal and external clients. After engagement with HDM, to commission a survey please contact NDI@leics.gov.uk with your requirements – the required traffic survey permits are generated automatically as part of this engagement.

[Back to top](#)

6. Transport Modelling

Introduction

- 6.1 The Highway Development Management (HDM) team require planning application submissions for developments that result in greater than-or-equal to 80 dwellings, or equivalent level of employment land use trip generation, to be based on robust forecast evidence that is pragmatic to the scale of proposed development. Following consultation with HDM, this evidence should be sought from the council's Network Data and Intelligence (NDI) team through the Environment and Transport Modelling Services Contract (E&T MSC) by emailing ETCF@leics.gov.uk.
- 6.2 Particularly for complex schemes, it is strongly advised that you engage NDI to undertake transport modelling work to assess the potential impacts of traffic management proposals. This will help to minimise delays to construction resulting from the council removing a developer's works from the highway due to significant traffic impacts.

Network Modelling Services

E&T Modelling Services Contract (MSC)

- 6.3 The E&T MSC forms part of the support services offered by the Network Data and Intelligence team, alongside the Environment and Transport Commissioning Framework (ETCF), which provides staffing, design, specialist public transport and civil engineering solutions, as well as the use of Leicestershire's strategic and market town microsimulation models.
- 6.4 The E&T MSC's principal forecasting capability for evidencing the transport impact of planning proposals is the council's strategic transport model, the Pan Regional Transport Model (PRTM).

Pan Regional Transport Model (PRTM)

- 6.5 The PRTM is a bespoke computer-based software that provides consistent travel forecast evidence to the transport planning process across Leicestershire, but with a regional capability. It has been built using current industry best practice based on Government Transport Appraisal Guidance and engagement/consultation with relevant stakeholders such as National Highways and the Local Planning Authorities.

- 6.6 The PRTM is used to forecast the impact of changes in transport policy, land-use and infrastructure on travel decisions, the environment, and the economy. It is comprised of a planning input module to derive total travel demand and variable demand, highway, public transport, and environmental model components. These can be run together or independently depending on the work being undertaken.
- 6.7 The PRTM has a proven track record as a tool for providing successful evidence for a magnitude of developments/schemes, from planning applications to Development Consent Order's to the submission of Business Cases to the DfT. Producing evidence ranging from predicted development trip distributions and Core model flows for non-strategic developments through to fully bespoke modelling of developments of national significance.

Market Town Microsimulation Models

- 6.8 The council's market town microsimulation models have been built for the seven market towns of Leicestershire, plus Enderby and Kibworth, using industry leading microsimulation software. The scope of microsimulation applications varies from a single junction appraisal through corridor assessments to studies seeking wide area impacts across the fully modelled town. These models are particularly useful in the scheme design process, for assessing traffic management measures and for promoting schemes to the public and interested parties.

Information Required from Applicants

- 6.9 The use of models and services provided through the ET-MS and ETCF. These frameworks operate independently from the wider E&T department ensuring the confidentiality of the council's clients, if/when required. However, for the most expedient use of the ET-MS for planning application submissions, prospective clients are advised to engage with HDM (via HDC@leics.gov.uk) early to agree key requirements and model assumptions such as access strategy, trip rates, assessment years and site phasing.

Junction Modelling Services

6.10 The Transport Projects & Programmes (TPP) team can supply the following information in relation to the modelling of traffic signal junctions in Leicestershire (excluding junctions maintained by National Highways):

- As-built LINSIG models
- As-built traffic signal drawings
- Controller Configuration Documents
- MOVA dataset/MOVA tools files
- Traffic signal timings (VA, CLF, MOVA etc.)

6.11 For a current price list and order form for the above items, or to talk to the TPP team about the council's in-house traffic signal design services (including new junctions, mitigation improvement schemes, pedestrian/cycle crossings etc.) please email tpp@leics.gov.uk.

6.12 To undertake any traffic signal design, we would require base and future traffic flows and topographical survey/civils base drawing where available. Pedestrian crossing surveys and/or vehicle speed surveys may also be required (these can also be provided via the NDI team).

Information Required from Applicants submitting TA Junction Models

6.13 Junction capacity assessments form an integral part of TAs submitted in support of planning applications. For the council to check the submitted junction capacity assessments, the following information is required:

6.14 Actual model files should be provided (not just PDF input/output/results reports) and these models should be compatible with the following software.

Traffic Signal Junctions – LINSIG version 3.2 and above (JCT)

6.15 For a network of closely interacting traffic signalled junctions, a network LINSIG model is required unless the applicant has been advised by the HDM team that a VISSIM model should be submitted.

6.16 Evidence for how intergreens have been calculated shall be provided. For existing sites junctions, the current intergreens shall be used and for new or modified proposals, intergreen calculations based on measurements are

to be provided or an output file from quickGreen (JCT) intergreen calculator software.

Priority Junctions including non-signalised roundabouts – Junctions 9 or Junctions 10 (TRL)

- 6.17 The measured geometric parameters used for the calculations should be submitted and shown on a 1:500 or 1:200 scale plan (or CAD file can be submitted) to allow the checking and validation process to be carried out.
- 6.18 For roundabouts, lane usage should be considered where traffic flows are imbalanced over approach lanes and, if required, slope and intercept corrections should be made (alternatively a duplicate model can be supplied that incorporates the “lane simulation” feature of Junctions 9 and 10).

[Back to top](#)

7. Road Safety Audit Policy

Introduction

- 7.1 This section provides some general information on Road Safety Audits and the council's requirements in respect of new works constructed on the existing highway (under Section 278 of the Highways Act or, in some cases, works under Section 38 of the Highways Act). Improvements and minor mitigation schemes may be dealt with under the [Section 184](#) approval process (Alterations to existing, and formation of new, dropped kerb access that are covered by Leicestershire County Council [standard drawings](#) SD/11/9, SD/11/10 and SD/11/11). Please refer to the LHDG Section 184 guidance.

What are Road Safety Audits?

- 7.2 The Design Manual for Roads and Bridges, GG 119 "Road Safety Audits" is the national standard for Road Safety Audits. The purpose of road safety audits is to identify aspects of engineering interventions and schemes that could give rise to road safety problems and recommend modifications to the designers to mitigate these problems and improve road safety.
- 7.3 Road safety audits are undertaken by an Audit Team with experience of collision data analysis, road safety engineering and a reasonable understanding of the principles of highway design. The Audit Team **MUST** be independent of the Design Team who produce the scheme to be audited.
- 7.4 Road safety audits are therefore checks to ensure that a road is designed and operates as safely as is possible to keep accident numbers to a minimum. They should only consider road safety matters and are not a technical check of compliance with design standards or requirements.

Stage 1 audits

- 7.5 These should be carried out at the preliminary design stage when the planning application is submitted. This is the last occasion that the basic design of the works can be significantly changed and any land requirements finalised. The council will normally require these audits to be

carried out where new junctions, improvements to existing junctions or other highway improvements are required as a result of new development.

Stage 2 audits

- 7.6 These should be carried out when the proposed works' detailed design has been completed. This audit is concerned with the more detailed aspects, for example the provision of signs, road markings and street lighting.
- 7.7 Where a Stage 1 and Stage 2 Road Safety Audit is required for proposed works (see Section SA3), the council will not issue technical approval until the audits have been satisfactorily completed and requested changes have been made. Construction must not take place without technical approval.

Post construction: stage 3 audits

- 7.8 These should be carried out only when the works have been substantially completed and preferably before the works are open to road users. This audit should look at the works from all road users' viewpoints and be carried out both in daylight and during the hours of darkness.
- 7.9 Where a Stage 3 Road Safety Audit of works is required, the council will not issue a provisional certificate until the audit has been satisfactorily completed.

Post construction: stage 4 audits

- 7.10 These should look at how the works are operating and examine the accident record. They should normally be carried out at 12 months and 36 months after the works opened. Based on the accident record and observations made during any site visits, these audits should identify any road safety problems and recommend remedial measures.
- 7.11 Where a Stage 4 Road Safety Audit of works is required, the council will decide whether the final certificate can be issued once the 12-month report has been completed.
- 7.12 Note: The council can provide personal injury accident details (for a fee).

The Developer's Responsibilities

7.13 When entering into either a Section 278 agreement or Section 38 agreement the developer will be required to indemnify the council (protect from legal responsibility) against any claims arising from the works.

7.14 The developer is also responsible for:

- commissioning and paying for all Road Safety Audits;
- ensuring that the audits are carried out to the guidance as stated in GG119 by a suitably qualified, experienced and accredited safety audit team that is independent from the works' designers;
- submitting the audits to us, along with the designers' response (the audit report will not be considered until the designers' response has been received); and
- ensuring any audit recommendations are completed to the council's satisfaction.

CVs and Briefs

7.15 The council reserve the right to request RSA CVs for the appointed Audit Team as well as copies of information provided as part of the audit process. Should it be considered that the competency of the Audit Team or level of information provided be insufficient, the stage of audit may have to be repeated at the expense of the developer.

7.16 It is strongly recommended that the audit team are provided with a Road Safety Audit brief to ensure that sufficient information is provided to be able to undertake the appropriate stage of Road Safety Audit. An example Road Safety Audit brief, alongside a template designer's response and audit team CV checklist is available on the LHDG [website](#).

Construction (Design and Management) Regulations

7.17 The developer must also comply with all aspects of the Construction (Design and Management) Regulations 2015 and indemnify the council (protect the council from legal responsibility) against all claims, liabilities and actions.

Supporting Documents

7.18 The following documents are provided on the LHDG [website](#):

- RSA Brief Template
- RSA CV Checklist
- RSA Response Template

When Road Safety Audits are required by the council

Works under Section 38 agreements:

7.19 Road safety audits must be undertaken by the developer where:

- Development comprises 150 residential dwellings or more throughout current and future phases of the proposed development;
- the layout contains features that are not explicitly covered by the LHDG.

7.20 Smaller schemes may be exempt from the Road Safety Audit process, subject to agreement by the council.

Works under Section 278 agreements:

7.21 The council will require Stage 1, 2, 3 and 4 Road Safety Audits for all works. The council will normally require a Stage 1 Road Safety Audit to be carried out when a planning application is submitted.

[Back to top](#)

8. Air Quality Management Areas

- 8.1 Air quality management areas (AQMA) are areas defined by local authorities where legal national air quality standards are not being met or are not expected to be met by the relevant deadlines stipulated by the Department for Environment Food and Rural Affairs.
- 8.2 In Leicestershire, the district and borough councils are responsible for identifying and designating AQMAs. The AQMAs in Leicestershire can be found at:
- 8.3 In Leicestershire, the district and borough councils are responsible for identifying and designating AQMAs. The AQMAs in Leicestershire can be found at:
- Blaby District Council [AQMA webpage](#)
 - Charnwood Borough Council [AQMA webpage](#)
 - Harborough District Council [AQMA webpage](#)
 - Hinckley and Bosworth Borough Council [AQMA webpage](#)
 - Melton Borough Council [AQMA webpage](#)
 - North West Leicestershire [AQMA webpage](#)
 - Oadby and Wigston Borough Council [AQMA webpage](#)

[Back to top](#)

9. Section 278 Agreements: Information required at the preliminary design stage

- 9.1 The level of information the council will require will depend, amongst other things, on the scale and location of proposed works.
- 9.2 The information that the council requires must be submitted along with any other relevant supportive drawings and information to assess the proposed works and overall principals of the design prior to more detailed design being carried out. This will hopefully avoid any abortive design at a later stage.

Key information typically required at the preliminary design stage

General

- Details of planning consent and conditions
- Current state of S278/S38 agreement where appropriate
- Details of any residential properties likely to result in Part 1 claims or noise insulation as part of Land Compensation Act
- Stage 1 safety audit with designer's response
- Details of pedestrians/cyclist/public transport provision
- Intended treatment of existing Rights of Way
- Traffic flows or traffic study reports
- Evidence of public participation or meetings with relevant third parties
- If not already submitted provide information normally required at the feasibility stage

Layout

- Any known relaxations departures from design standards to be identified in the design
- Design speed selection for each highway link

- Justification of highway cross section (carriageway width etc) for appropriate traffic flows where not already agreed or approved (by the council or the planning authority)
- Justification of junction type where not already agreed or approved (by the council or the planning authority). Agree any traffic signal geometric requirements
- 1:1250/1:500 horizontal plans of existing and proposed layout
- Provisional highway boundary position ensuring that signage, street lighting, maintenance is provided for
- Areas intended for landscaping and provisional proposals
- Provisional longitudinal sections of centreline with k values
- New cross sections or typical cross sections showing relationship of proposed profiles with existing ground level
- Visibility splays
- Consideration for requirements for safety fence

Drainage

- Drainage strategy showing intended outfalls
- Environment Agency approval for discharge of drainage
- Easement if present or proposed
- Proposals for pumps or throttles and temporary storage areas
- Drainage longitudinal sections and indication of those pipes to be adopted by the Council

Earthworks

- Details of borrow pits and or temporary storage areas
- Sources of imported material
- Recycling or other environmental strategy

- Ground investigation reports and identification of any special features or geotechnical aspects

Signing

- Direction signing strategy

Structures

- General arrangement of structures and AIP Document in accordance with BD 2/02

Statutory undertakers (for example, gas, water, cable TV)

- If it is appropriate at this stage to serve a provisional NRSWA Notice, provide 25 plans suitable for this purpose

Environmental aspects and heritage

- Identification
- Permit to work and licenses
- Reports and findings of surveys and searches

[Back to top](#)
