

Part 2: Preparing development proposals

Section PDP1: Introduction

- 2.1 You can apply the guidance in this document to a wide range of developments, for example, from a single house to a housing estate or from an industrial unit to a business park. The amount of detailed work required for each development proposal will vary depending on its scale and impact on the surrounding highways and transportation infrastructure.
- 2.2 It is important, particularly for larger developments that you do not consider highways and transportation matters separately from other aspects of a development's design. A co-ordinated approach to design is vital to:
- help encourage walking, cycling and 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.
- 2.3 It is important that you approach both us and the relevant planning authority for joint discussions at the earliest opportunity. This approach is strongly recommended in the Manual for Streets. You should also follow the guidance set out in this part of the document so your proposals can be prepared, considered and progressed efficiently. This guidance also tells you what you will normally be required to submit to support your proposals.
- 2.4 We recognise that you may have to carry out more detailed investigations and work at the pre-planning application stage. But where you involve both us and the planning authority at an early stage, this increases the potential for agreements to be reached at the pre-application stage. This will reduce the time taken during the planning application, works' technical approval and construction stages.

Section PDP2: Our requirements in general

- 2.5 We strongly advise you to approach both us (particularly where a development involves creating a new junction or is likely to result in a change in traffic patterns at an existing junction) and the planning authorities for initial discussions about whether we can accept your proposals in principle. This should help to avoid work on a proposal that cannot be accepted in principle either on highway or planning grounds and planning permission is likely to be refused.
- 2.6 If your proposal is agreed in principle, you should refer to the relevant parts of this document, including parts 3, 4, and 7 as you develop it. In some cases, we may need additional supporting details. Table PDP1 indicates which types of development we normally need this for and also gives an indication of the minimum additional details we will usually ask you to provide.

Table PDP1 Normal minimum additional details required to support development proposals ^(a)					
Land use ^(b)	Use and description of development	No assessment	Transport statement ^(c)	Transport assessment and travel plan ^{(c)(d)(e)}	Concept proposal and supporting information ^{(f)(g)}
		GFA = Gross floor area			
Food retail (A1)	Retail sale of food goods to the public, including food superstores, supermarkets and convenience food stores.	GFA up to 250 m ²	GFA between 250 - 800 m ²	GFA over 800 m ²	Up to 800 m ² - not normally required Over 800 m ² - to be agreed with us ^(h)
Non-food retail (A1)	Retail sale of non-food goods to the public and includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises and internet cafés.	GFA up to 800 m ²	GFA between 800 - 1500 m ²	GFA over 1500 m ²	Up to 1500 m ² - not normally required Over 1500 m ² - to be agreed with us ^(h)
A2 Financial and professional services	Financial services, including banks, building societies and bureau de change Professional services (other than health or medical services) including: estate agents and employment agencies other services, including: betting shops, principally where services are provided to visiting members of the public.	GFA up to 1000 m ²	GFA between 1000-2500 m ²	GFA over 2500 m ²	Up to 2500 m ² - not normally required Over 2500 m ² - to be agreed with us ^(h)

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A3 Restaurants and cafés	Restaurants and cafés selling food to be eaten on the premises. Does not include internet cafés (now A1).	GFA up to 300 m ²	GFA between 300 - 2500 m ²	GFA over 2500 m ²	Up to 2500 m ² - not normally required Over 2500 m ² - to be agreed with us
A4 Drinking establishments	Includes: public houses. wine-bars or other drinking establishments.	GFA up to 300 m ²	GFA between 300 - 600 m ²	GFA over 600 sq. m	Up to 600 m ² - not normally required Over 600 m ² - to be agreed with us
A5 Hot food takeaway	For selling hot food for eating on or off the premises.	GFA up to 250 m ²	GFA between 250 - 500 m ²	GFA over 500 m ²	Up to 500 m ² - not normally required Over 500 m ² - to be agreed with us
B1 Business	(a) Offices not included in Class A2 (financial and professional services) (b) Research and development, including: Laboratories and studios. (c) Light industry.	GFA up to 1500 m ²	GFA between 1500 - 2500 m ²	GFA over 2,500 m ²	Up to 2500 m ² – not normally required Over 2500 m ² – to be agreed with us ^(h)
B2 General industrial	General industry not included in B1). The former 'special industrial' use classes (B3 to B7), are now all included in B2.	GFA up to 2500 m ²	GFA between 2500 - 4000 m ²	GFA over 4000 m ²	Up to 2500 m ² - not normally required Over 2500 m ² - to be agreed with us ^(h)
B8 Storage or distribution	Storage or distribution centres, including: wholesale warehouses, distribution centres and repositories.	GFA up to 3000 m ²	GFA between 3000 - 5000 m ²	GFA over 5000 m ²	Up to 5000 m ² - not normally required Over 5000 m ² - to be agreed with us ^(h)
C1 Hotels	Includes: Hotels, boarding houses and guest houses, as long as 'no significant element of care is provided'.	Up to 75 bedrooms	Between 75 - 100 bedrooms	Over 100 bedrooms	Up to 100 bedrooms - not normally required Over 100 bedrooms - to be agreed with us
C2 Residential institutions - hospitals, nursing homes	Residential accommodation and accommodation providing care to people who need it.	Up to 30 beds	Between 30 - 50 beds	Over 50 beds	Up to 50 beds - not normally required Over 50 bed - to be agreed with us
C2 Residential institutions – residential education	Includes: boarding schools and training centres.	Up to 50 students	Between 50 - 150 students	Over 150 students	Up to 50 students - not normally required Over 50 students - to be agreed with us

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C2 Residential institutions – institutional hostels	Includes: homeless shelters, accommodation for people with learning difficulties and accommodation for people on probation.	Up to 250 residents	Between 250 - 400 residents	Over 400 residents	To be agreed with us
C3 Dwelling houses	Includes dwellings for individuals, or families, or not more than six people living together as a single household. Not more than six people living together includes: students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Up to 50 dwellings	Between 50 - 80 dwellings	Over 80 dwellings	Normally required for any development exceeding 25 dwellings ⁽ⁱ⁾
D1 Non-residential Institutions	Includes: Medical and health services, clinics and health centres, crèches; day nurseries; and day centres and consulting rooms (not attached to the consultant's or doctor's house) Educational and culture: Museums, public libraries, art galleries, exhibition halls and non-residential education and training centres Places of worship, religious instruction and church halls.	GFA up to 500 m ² (j)	GFA between 500 - 1000 m ²	GFA over 1000 m ²	To be agreed with us ^{(k)(l)}

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D2 Assembly and leisure	Includes: Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls, casinos; and other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA up to 500 m ²	GFA between 500 – 1500 m ²	GFA over 1500 m ²	To be agreed with us
Others	Includes, for example: stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car and vehicle hire, businesses selling and displaying motor vehicles; nightclubs, theatres, hostels, builders' yards, garden centres, post offices, travel and ticket agencies, hairdressers, funeral directors, hire shops and dry cleaners.	To be agreed with us			

(a) Based on the national Guidance on Transport Assessments

(b) In certain circumstance we will need more than the minimum information. For example:

- where there are areas of existing traffic congestion;
- where there are areas of existing on-street parking problems;

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- any development that is likely to increase accidents or conflicts among drivers and non-drivers, particularly vulnerable road users such as children, people with disabilities and elderly people;
 - 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;
 - 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; and
 - any development which proposes 100 or more parking spaces.
- (c) Please refer to paragraph 2.8 and to the transport assessment guidelines in Part 7, appendix C for more details
- (d) You will need to prepare a scoping report before a major transport assessment. See the guidelines in Part 7, appendix C.
- (e) We are currently preparing detailed guidance on preparing travel plans, but there is some general interim guidance in the transport assessment guidelines in Part 7, appendix C.
- (f) Please see paragraph 2.17 onwards for details on concept proposals and supporting information.
- (g) You should also refer to Part 3 and Part 7 appendix D for safety audit requirements.
- (h) We may need a concept proposal for retail, general employment, office and warehousing developments that will be owned or occupied by more than one person or company.
- (i) For residential developments over 10 dwellings, you will normally be expected to provide at least 'welcome packs' for residents, providing details of:
- local public transport services and bus travel vouchers;
 - provision for cyclists and pedestrians; and
 - any nearby services and facilities.

Developments of more than 80 dwellings will normally require a formal travel plan, which includes the information listed above as well as proposals for monitoring,

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targets and so on. Please see Part 3, Section DG15 Parking for cycles for details of cycle parking to serve residential developments.

- (j) In the case of schools and further and higher education establishments, we may need a major transport assessment if pupil or student numbers would be increased by 10% or more.
- (k) In the case of schools and further and higher education establishments, we will consider facilities such as a new sports hall or a community facility on a site-by-site basis.
- (l) Where a new school is proposed on a site, you should include it in the concept proposal for the development. We may need a concept proposal for a new standalone school depending on its location, proposed size and facilities and traffic conditions in the area.

2.7 For other types of development not included above, or if you need advice about additional supporting information we might require, please contact us.

2.8 For most developments a transport statement (TS) should normally be a relatively short, document, indicating, amongst other things, the steps taken to reduce car travel and promote sustainable modes. A major transport assessment (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; and
- dealing with residual car trips and how their impacts can be mitigated (reduced).

2.9 If we require a transport assessment, you should refer to the guidelines on preparing transport assessments in Part 7, appendix C, of this document. You should also discuss and agree the general approach with us before you start.

Section PDP3: The initial preparation stages

2.10 The guidance in this section gives advice on how you should prepare your initial development proposals. Once you have done this, you can then prepare your proposals in more detail, confident that the basic principles have been properly established. (Guidance on preparing more detailed proposals is given in Section PDP4).

2.11 You can follow the guidance in this section as good practice for preparing all development proposals, but it will apply mainly where we require you to submit additional details in support of your proposals.

Assessing surrounding conditions and facilities

- 2.12 Before preparing the development proposal, it is important to establish certain basic information that could influence the design. This includes assessing conditions and facilities surrounding the site. Examples of matters you should consider include:
- the existing standard of the surrounding road network;
 - the extent of publicly maintained highway around the site;
 - if there are any proposals to improve the highway that will affect the site;
 - the existing traffic situation and any congestion, accident or parking problems;
 - if the surrounding road network is subject to either an existing or proposed HGV restriction as part of any lorry control plans;
 - 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;
 - any other existing rights to or across the site such as a private access, which may need to be included in 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;
 - if the site is located on a route where there are planned bus-corridor improvements;
 - if the site is located in an air quality management area (see Part 7 Appendix H); and
 - 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 and how far the walking and cycling distances are from the facilities;

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- the schools children are likely to attend;
- the standard of routes to the schools, particularly for walking 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.

Establishing key design factors

2.13 *Having collected the necessary basic information, it is then important to establish key design factors. These are likely to help shape the development's general layout and affect its impact on highways and transportation infrastructure. Such factors include the following.*

- Where will the access to the site be located and what type of access is required, for example, priority (give way) junction, roundabout or traffic signals?
- 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?
- For new residential developments, how safe, direct high-quality routes can best be provided to:
 - nearby shops, community or leisure centres, employment areas and so on, particularly for pedestrians, cyclists and people travelling by bus if any facilities like these proposed on the site; and
 - nearby schools, particularly for walking and cycling. Is a new school proposed on the site?
- Will a new bus service be needed to run through the site, or will existing services running past it need improving?
- How much off-street parking will be needed for a development of this type and in this location?
- For residential developments in particular:
 - what type of parking is proposed, for example, if each property will have its own parking area or if car-parking spaces are to be grouped together to serve several adjacent properties, or if separate, remote parking courts are proposed; and

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- does the layout of the buildings and the roads reflect local character and create a sense of place?
 - For employment developments what use class is proposed. (We will recommend planning conditions to ensure that any assumptions made at this stage are correct when the development is eventually built.)
 - Ground contamination and how it will be dealt with.
- 2.14 You should discuss these initial stages of work jointly with us and the planning authority before proceeding further.
- 2.15 We will work with the other parties involved to identify and seek agreement on issues, constraints and requirements relating to the site, including those related to highways and transportation, planning and any issues that you might raise.
- 2.16 It is at this stage that it will be decided whether a transport assessment is required and, if so, which type and with what requirements.

Section PDP4: The concept proposal and supporting information

- 2.17 Following joint discussions with us and the planning authority, you should then prepare, if needed, a site concept proposal along with any required transport assessment and draft travel plan.
- 2.18 The purpose of a concept proposal is to bring together all highways and transportation, planning and any other relevant matters to demonstrate how you propose to deliver a safe, accessible and maintainable high-quality development.
- 2.19 In general, the concept proposal should normally consist of one or more plans along with any supporting information. It should fit together clearly, consistently and logically with any transport assessment and draft travel plan. Any assumptions you make in one document must be reflected in the others. For example, it will not be acceptable for a transport assessment simply to state that occupiers will make a large number of cycle trips without:
- the concept proposal demonstrating how good, safe, cycle access and facilities will be provided in practice; and
 - the draft travel plan setting out supporting measures and incentives to encourage cycling (possibly including a target for percentage of cycling trips).
- 2.20 When you prepare the concept proposal and supporting information, you should refer to the relevant design guidance set out in this document. You should also include 'designing out crime' issues and, where appropriate, meet jointly with us,

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the Architectural Liaison Officer from the relevant police force and the planning authority.

2.21 The specific content of the concept proposal will depend on:

- whether your development proposals are explicitly covered by this design guidance; and
- whether you are intending to submit an outline or detailed planning application for your development.

2.22 For proposals that are explicitly covered, the concept proposal should contain sufficient detail to identify:

Note: **(O)** = normally required for an **outline application** and **(R)** = normally required for a **reserved matters application**. **For full applications all items covered by O and R are required.**

- the general location and layout of the buildings **(O)**;
- for residential developments in particular, any proposed on-site community facilities such as a school, shops, leisure facilities and a children's playground **(O and R)**;
- site accesses and routes through the site, and the role that they are intended to serve. For example, you should show to what extent are they required for main movements of pedestrians, cyclists, buses, cars, heavy goods vehicles or any other vehicles. You should clearly identify and justify any need for segregated, pedestrian, cycle or bus links. Where any shared surface routes are proposed, it is important that you design them for blind or partially-sighted people and that they include an alternative means for visually impaired people to navigate by. As the Manual for Streets emphasises, we will expect you to consult with relevant representative groups and access officers when preparing your proposals. **(O and R)**;
- basic junction forms **(O for offsite, R for access)**;
- how any existing public or private rights of way will be accommodated **(O)**;
- parking arrangements, including clear details of both on-street and off-street provision throughout the development, with housing plot numbers marked on the parking spaces where the spaces are separate from their associated dwelling **(R)**;
- any bus routes and the location and preliminary details of any public transport facilities such as bus stops, lay-bys and, for larger developments, transport interchanges, information and waiting facilities. Pedestrian routes to public transport facilities should also be clearly identified **(O for offsite, R for internal)**;

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- clear indication of how and where the proposed extents of adoptable highway will be defined **(R)**;
- details of all materials to be used within areas intended for adoption **(R)**;
- any landscaping proposals, including public open spaces, details of any proposed street furniture, planting and trees, hard landscaping and so on, with any proposals in areas intended for adoption clearly defined **(R)**;
- proposals of materials to be used in other public areas not for adoption, along with clear proposals for long-term maintenance responsibilities **(R)**;
- general drainage arrangements, and particularly any proposals for 'sustainable drainage' systems or separate highway drainage systems **(O and R)**;
- details of how and where utility equipment (for example, gas, water, cable TV) would be accommodated along with confirmation from the relevant utility companies that the proposals are acceptable to them, including adoption of drainage **(R)**;
- pedestrian, cycle, public transport and other routes for vehicles linking the site to any surrounding developments, and a preliminary indication of any works that might be required to achieve or improve these routes **(R)**;
- the location of any school on the site, the safety of pedestrian and cycle links to it and what measures are proposed to limit the impacts of parents taking their children to and from the school by car **(O and R)**; and
- any other planning requirements **(O and R)**.

2.23 For development proposals that are not explicitly covered by this design guidance - including any new or innovative layouts, the concept proposal should include the items listed in paragraph 2.22, plus:

Note: **(O)** = normally required for an **outline application** and **(R)** = normally required for a **detailed application**. **For full applications all items covered by O and R are required.**

- examples, if available, of where similar design concepts, features and so on have been successfully used and adopted by a highway authority **(O and R)**;
- a design statement for the layout, including justifications of assumed speeds and visibility splays. Visibility splays should normally relate to likely vehicle speeds for the particular section of road **(R)**;

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- a stage 1 safety audit (and stages 2, 3 and 4 if the development progresses) **(R)**;
- tracking assessments of appropriate vehicle swept paths (likely to include at least a fire engine, refuse wagon and removal van) that identify and take account of likely on-street parking **(R)**;
- more comprehensive details of proposed street furniture, including details of signing and preliminary street-lighting locations **(R)**;
- a disability audit **(R)**;
- details of how bin storage and collection will be dealt with, along with confirmation from the authority responsible for waste collection that it accepts the layout and proposals **(R)**; and
- confirmation from all of the emergency services that the proposals are acceptable to them **(R)**.

2.24 This additional information will help us to consider the development proposals and should help to minimise any problems and delays at later stages.

Section PDP5: Agreement in principle

2.25 After you have prepared the concept proposal and any necessary supporting information, you should hold further joint discussions with us and the planning authorities before submitting a planning application. This is to reach agreement in principle on:

- the site layout, including access;
- areas likely to be adopted as publicly maintained and those areas to be private;
- any off-site works;
- any financial contributions from you; and
- any travel plan.

2.26 We will take a positive approach to these discussions and work with all parties involved with the proposed development to overcome any problems. However, we will resist development proposals that conflict with our policies and objectives set out in this document and also meet any other policies and objectives of LCC.

2.27 However, assuming that we reach agreement in principle, you should then be in a position to submit a planning application along with all necessary supporting details.