

Kent County Council
Design and As-Built Assessment
Process for Scheme Approval

Guidance Note for Scheme Promoters

SEPTEMBER 2004
(minor
modsNov2004)

KENT COUNTY COUNCIL

PROCESS OF DESIGN AND AS-BUILT ASSESSMENT

Guidance Note for Scheme Promoters

1. INTRODUCTION

1.1 Any works undertaken on the highway and/or which will form part of the highway network will require scheme approval from the highway authority.

1.2 The scheme promoter is responsible for submitting for approval to the highway authority the designed and implemented scheme at the appropriate stages of the overall scheme approval process.

1.3 Schemes which include a new structure or a modification to an existing structure will require structures technical approval and this is dealt with by KCC's consultants, Jacobs Babbie.

1.4 Schemes on trunk roads are dealt with by the Highways Agency and not KCC.

1.5 Schemes where the scheme promoter is the highway authority are designed and implemented either by Kent County Council's term contractor, Jacobs Babbie, or by the Highway Unit, and are assessed for approval at the appropriate stages as specified by the KCC Area Office.

1.6 Prior to any formal submission of a scheme for approval by the Highway Authority, the feasibility of the scheme must be agreed with the Highway Authority. Once the feasibility of the scheme is accepted, it is formally assessed by the highway authority at the three stages of the scheme's life, the preliminary/outline design stage (Stage 1), the detail design stage (Stage 2) and the as-built stage (Stage 3). It is envisaged that this process will run alongside other legal, planning and technical requirements. If a scheme is not progressed to the next stage of its assessment within 24 months, it will need to be resubmitted for assessment.

1.7 From September 2004, Kent County Council Safety Audit Policy has changed. Previously this was undertaken in-house; now, responsibility for undertaking all stages of the safety audit process is passed to the scheme promoter.

1.8 KCC requires the scheme promoter to provide an independent safety audit to DfT/DMRB standard HD19/03 (<http://www.official-documents.co.uk/document/deps/ha/dmr/b/index.htm>). Where KCC procedures and the HD19/03 standard conflict then KCC procedures take precedence. It is the responsibility of the scheme promoter to ensure that the scheme is designed and constructed to appropriate national and/or local standards; and where these are not achieved, **THE DEPARTURES MUST BE DOCUMENTED TOGETHER WITH THE REASON FOR THOSE DEPARTURES.**

1.9 The scheme promoter is deemed by KCC to act as Project Sponsor (paragraph 1.26 in HD19/03) as they ensure an appropriate scheme is submitted to the highway authority for approval. The standard includes principles of good practice and provides a national standard to which scheme promoters can work; although some elements included in the standard may not be appropriate because of the nature of the scheme.

1.10 Scheme promoters with suitably qualified staff can undertake their own independent safety audit for approval, but where these additional skills are not available, the scheme promoter must use other suitably Approved Consultants to undertake an independent safety audit to HD19/03 standards. A list of Approved Consultants is updated and maintained by Jacobs Babbie, who can provide a list.

1.11 HD19/03 paragraph 2.34 refers to accident monitoring reports and analysis of accidents once 12 months and 36 months of accident data is available following scheme implementation. The scheme promoter will not be required to provide this stage 4 monitoring report; monitoring of implemented and adopted schemes will be the responsibility of the Highway Authority.

1.12 As part of the scheme approval process, KCC will at each stage assess the technical aspects of the scheme and undertake a review of the documentation submitted, with regard to its suitability to form part of the highway network. This is referred to as the Design/As-Built Assessment. Submissions must be supported with a copy of the completed Safety Audit, duly signed stating that it has been undertaken in accordance with HD19/03. This must include a record of the actions taken as a result of the Safety Audit and any exception reports that need to be considered when submitted for scheme approval by the Highway Authority. This process will

apply to all stages of the assessment process including a mandatory Stage 3 Audit before the issue of the final certificate.

1.13 For section 278 schemes and more complex section 38 schemes the assessment is carried out by KCC's term consultant, Jacobs Babbie. Simple schemes and non strategic schemes constructed under Section 38 agreements are normally assessed by the Highway Unit, prior to adoption by the Highway Authority. The Highway Unit may choose to submit these schemes to the KCC Area Office where the design assessment is carried out by Jacobs Babbie. In such cases the scheme promoter will be advised of this by the Highway Unit.

1.14 The Area Office will inform scheme promoters of the approval/non approval of their schemes together with any requirements based on the information obtained from the design/as-built assessment.

2. CONCEPT AND FEASIBILITY OF SCHEME

The effect on the highway of the works will need to be discussed in collaboration with the appropriate KCC Area Office. Once the nature of the scheme is agreed, the Scheme Promoter will receive written confirmation from the Area Office of this detailing any specific requirements and agreements, together with guidance on how to proceed with the proposed scheme. This may include recommendations to submit a design and/or other elements using a consultant on an approved list.

3. STAGE 1 OUTLINE DESIGN ASSESSMENT

3.1 You will generally find the process easier and quicker if you discuss the feasibility of your proposals with the Highway Authority before making a formal submission. Where proposals need planning permission, you are strongly advised to obtain Highway Authority approval beforehand, otherwise your planning permission may be delayed.

3.2 The outline design assessment (stage 1) involves assessments of the appropriateness of the scheme, traffic conditions, sustainable transport issues, environmental aspects, geometric design, street lighting, signing, traffic signal systems and scheme safety. It will be carried out on the basis of the information submitted. If the scheme is satisfactory, it will be given Stage 1 Outline Design Scheme Approval by the KCC Area Office.

3.3 Your submission should be made after discussion with the appropriate office of the Highway Authority. You will need to submit the following (fuller details are in the Appendix):

3.3.1 Three copies of plans and documentation

3.3.2 Submission Check List form (*FM-ODCKL*)

3.3.3 Confirmation of acceptance of scheme in principle from KCC Area Office and any Area Office requirements, with verification that they have been addressed.

3.3.4 Background Information Report and Summary Sheet Form (*FM-SBO*) .

3.3.5 Cycle facilities Appraisal Form (*FM-CYO*)

3.3.6 A report identifying departures from standard and the reasons for them

3.3.7 A completed safety audit to HD19/03 standards, any resultant action as a consequence of the safety audit report, and any exception reports.

It is unlikely that a scheme can be processed unless the scheme plans and documentation have been amended to include the action as a result of the safety audit.

3.4 Once your submission has been received, it will be checked by the Highway Authority for completeness. Incomplete submissions will be held back awaiting the required information from the Scheme Promoter, before being passed to Jacobs Babbie for assessment. There is a target time of 6 weeks for this process, only submissions that include all the relevant information are likely to complete this process within that timescale. The Highway Authority will respond to the Scheme Promoter, advising whether the scheme is or is not acceptable, and draw attention to any specific items that must be addressed before the scheme is submitted for Stage 2 - Detail Design. **Any approvals given at this stage of the process must not be considered as approval to construct the scheme.**

STAGE 2 DETAIL DESIGN ASSESSMENT

4.1 Scheme Promoters should ensure they have received written confirmation from the KCC Area Office of the acceptability of their design, before submitting a detailed design package for assessment at stage 2 of the scheme approval process. Construction works **must not** be started until written confirmation has been received from the Area Office that such works may proceed. It is envisaged that this process will be concurrent with other legal and technical processes related to the scheme, including detailed planning consent if applicable.

4.2 The following documentation should be provided and sent to the Area Office (or designated representative, as requested by the Area Office):

- 4.2.1 Confirmation of approval of scheme at outline design (or acceptance of combined stage 1 and 2 submission) by KCC Area Office and any Area Office requirements, with verification that they have been addressed.
- 4.2.2 Three copies of detail design drawings (i.e. suitable for tender issue) and documentation.
- 4.2.3 Scheme Specification
- 4.2.4 Detail Design Checklist Form (*FM-DDCKL*)- see appendix
- 4.2.5 Detail design information based on “KCC Scheme Design Package Guidelines” and “Check List of Documents to be submitted for Technical Audit” - see Appendix.
- 4.2.6 Cycle Design Form (*FM-CY Rev1*)- see appendix
- 4.2.7 Design information to be provided as a Stage 2 Design Report
- 4.2.8 A completed safety audit to DfT Vol. 5 section 2 HD19/03 (Road Safety Audit), resultant action as a consequence of the safety audit report and any exception reports.

4.3 On receipt of the submission KCC Area Office (or designated representative) will carry out an administrative check on the documentation and if acceptable send written confirmation of receipt of the scheme and the contact name and location of the individual processing the scheme. If the documentation is incomplete or unsatisfactory it is returned to the scheme promoter advising them of the required information to process the scheme. The target time for this part of the procedure is 6 working days.

4.4 Within 6 days of confirmation of receipt of the scheme, the Scheme Promoter should be contacted by the Stage 2 Assessor to inform him of any further requirements and agree a time scale to complete the Stage 2 assessment. The time scale will be dependent on the complexity of the scheme, and the quality of the information provided by the Scheme Promoter, and will be agreed in liaison with the Area Office. For straightforward schemes the Stage 2 should generally be completed within 25 working days. However, the time period will not commence until any missing information is provided.

4.5 In exceptional circumstances, where a scheme is of a complex nature, the KCC Area Office (or designated representative) may agree that the safety audit on the scheme can be done once the technical aspects of the scheme have been assessed. This will need to be agreed prior to the scheme promoter formally submitting the scheme for stage 2 detail approval

4.6 Once the Stage 2 Assessment is complete, the Area Office will inform the Scheme Promoter in of the result in writing. The likely outcomes are an approval, a conditional approval or an amended re-submission.

5. AS BUILT (STAGE 3) OF THE OVERALL APPROVAL PROCESS

5.1 Once the scheme is substantially completed the scheme promoter will need arrange a stage 3 as-built safety audit and agree snagging items and other inspections as appropriate.

5.2 The Scheme Promoter will need to inform the Area Office (or designated representative), in writing when the safety audit will take place and invite the highway authority to attend. It should be noted that the safety audit will normally be carried out separately from other inspections. A copy of the safety audit report, resultant actions and exception reports, together with the outcomes from other inspections must be submitted to KCC Area Office (or designated representative) for approval of the As-Built scheme.

CONTACT NAMES & ADDRESSES

KCC AREA OFFICES	
Kent Highways West Kent Area Office St Michael's Close Aylesford ME20 7TZ	Tel: 01622-605853 Fax: 01622-717874
Kent Highways Mid Kent Area Office St Michael's Close Aylesford ME20 7BU	Tel: 01622-605900 Fax: 01622-605809
Kent Highways North East Area Office 2 Beer Cart Lane Canterbury CT1 2NN <i>(expected to move Spring 2005)</i>	Tel.: 01227-451741 Fax: 01227-464765

JACOBS BABTIE	
Miller House Lower Stone Street Maidstone ME15 6GB	Tel.: 01622-666000 Fax: 01622-695085
Traffic Counts and Crash Data Carole Truston Transport Intelligence Unit Jacobs Babbie	Tel.: 01622-666084 Fax: 01622-677784
Project Manager Structures Peter Heath Jacobs Babbie	Tel.: 01622-666032 Fax: 01622-695085

Process of Design/As-Built Assessment of Schemes

*Guidance Note for Scheme Promoters
Forms*

Appendix - Outline Design Stage 1

Outline design background Information Guidance Note

Outline design Stage1 Submission Check List Form FM-ODCKL

Outline design Summary Background Information Form FM-SBO

Outline design cycle appraisal form FM-CYO

SEPTEMBER 2004

GUIDANCE NOTE FOR BACKGROUND INFORMATION NEEDED FOR OUTLINE DESIGN ASSESSMENT AT STAGE 1 OF THE SCHEME APPROVAL PROCESS

The following background information is required for each scheme submission.

1 . DRAWINGS AND PLANS

1.1 Location Plan: At a no smaller than scale of 1:2500. This should cover sufficient area to enable the site to be identified and have clear labelling and include, north point; road names; route destinations; and flow arrows on one way streets. For traffic calming schemes the area of interest affected by the entire scheme must be included.

1.2 Scheme Plans: Must be at a scales of 1:200, 1:500, or 1:1250. **Any other scale will be rejected.** The survey base should including existing features and show the following:

- 1.2.1 limits of the public highway
- 1.2.2 land in the control of the applicant
- 1.2.3 sufficient area to show the total length of any visibility splays and envelopes
- 1.2.4 sufficient area to show the tie in between the existing and proposed layouts
- 1.2.5 indication of existing and proposed pedestrian routes and facilities
- 1.2.6 indication of existing and proposed provision for cyclists
- 1.2.7 existing bus stops, any proposed changes and new bus stops
- 1.2.8 indication of special or different surface treatments.
- 1.2.9 private accesses (both vehicular and pedestrian)
- 1.2.10 road names, property numbers/names, type of building use (e.g. shops, garage, surgery) critical dimensions (e.g. road widths, island widths), verge and footway widths and existing street furniture
- 1.2.11 indication of proposed signing where available space may be limited.
- 1.2.12 existing parking restrictions, any proposed changes and new restrictions
- 1.2.13 indication of landscape areas.
- 1.2.14 notes to explain any significant features
- 1.2.15 speed limit termination points and indication of proposed speed limits

1.3 The drawings should be numbered (amended versions of plans should have a revision number/letter and a description of the revision in the notes column); include a north point; main route destinations and road classifications and clearly indicate proposed works.

1.4 Where a roundabout, signal controlled junction or other major junction is proposed then 1:500 or 1:200 plans of the junction layout must be submitted to ensure land-take needs are met, approach visibility, horizontally and vertically can be assessed and roundabout deflection established. The location of traffic signals should be indicated to show that they can be accommodated on islands.

2. INFORMATION REPORT

All submissions must note on the report the Scheme location and district; the scheme name and the promoters reference to use in correspondence. A briefly worded report based on the following headings should be provided:

2.1 Crash History - Normally the three year crash record where possible (data available from Transport Intelligence, Jacobs Babbie, Miller House, Lower Stone Street, Maidstone, ME15 6GB Tel. 01622 666084) but any other general or relevant reliable information known from local knowledge

2.2 Traffic Flow - Traffic flows and break-down, where necessary for capacity assessment. This is essential for roundabouts, signal controlled junctions and other major junctions (data may be available from Transport Intelligence, Jacobs Babbie, Maidstone. Tel: 01622 666084). If capacity checks have previously been carried out to the satisfaction of the Area Office please indicate this. Pedestrian and cycle flows are also required where facilities for these users form a significant part of the scheme.

2.3 Traffic Speed - Road classifications, speed limits and 85%ile speeds

2.4 Pedestrian/Cycle /Mobility Impaired and Vulnerable Road users - Current site/area used by these classes of road user as well as future use due to developments. Note any special considerations for the mobility impaired, horse riders and agricultural vehicles. Note other significant factors which could affect the mode of travel related to the scheme. Comment on proposed facilities for these users. Include a plan indicating how the cycle facilities link in to cycle routes. Compliance with the Disability Discrimination Act (DDA) must be demonstrated at Detail Design Stage 2.

2.5 Public Transport - Comments on position and/or alterations to existing bus stops, likely to be affected. Indication of effect on demand for bus transport due to development proposals. Indication of provision of bus boarders or associated facilities. Include a plan of local bus routes.

2.6 Development Proposals - Current development proposals at, or in the vicinity of, the scheme which will affect the scheme

2.7 Physical Constraints - Note any major physical constraints which affect the scheme design, such as site boundaries, gradients, major statutory undertakers' equipment and listed structures.

2.8 Vertical Alignment - Give an indication of the existing vertical alignment and signification alterations as a result of the proposed scheme, particularly if this affects visibility splays.

2.9 Scheme Usage - Comment on the maximum size of vehicle which will commonly require to use this scheme and if a larger size vehicle will also need to use the scheme comment on the frequency of its use.

2.10 Road Surface and Drainage - Comment on the existing road surface condition and drainage system

2.11 Signing and Marking - Ensure there is sufficient land-take for provision of necessary signing, including visibility of signs. Provision of direction signs.

2.12 Lighting - Comment on the existing lighting system and modifications or provision as part of the scheme proposals.

2.13 Landscape and Environmental Enhancement features - Indication of specific features and type of landscaping

2.14 Design Standards and Departures - Outline the standard worked to and note reasons for substandard proposals. For example: design speed; horizontal alignment radii; visibility splays; stopping sight distances; verge widths, carriageway widths, footway/cycleway widths.

2.15 General Comments - Any other information regarding previous discussions related to the scheme, local knowledge or problems not otherwise included above.

2.16 Structures - Where a structure is to be constructed or modified, then a separate technical approval will be required for the structure. Contact Jacobs Babbie, Project Manager Structures, Maidstone (tel.: 01622 666032) for information regarding this.

2.17 Photographs -The inclusions of photographs of the site would assist in the assessment of the scheme.

Incomplete submissions are likely to delay the assessment of your scheme.

Outline Design Assessment - Stage 1 Submission Check List

To be completed by the Scheme Promoter

Location & District	
--------------------------------	--

Scheme Name Description & Purpose	Submitted by:
--	----------------------

Scheme Promoter's Contact Name:	Address to return documentation to:
Tel. No.	Fax. No.

Scheme Promoter's Ref. No:	KCC Ref. No: <i>(for KCC use)</i>
-----------------------------------	---

List of Submitted Drawings (3 copies of plans required)

Drawing No (and Revision No.)	Title	Scale

Design Standards

Design Speed		kph	Maximum size of vehicle needing to use scheme	
Speed Limit		mph	Visibility splays used	

Submitted Documentation

Completed Forms/Information	Included	Comment
KCC written confirmation of principle of scheme & requirements.	Yes/No	
Scheme Promoter's confirmation letter that requirements have been addressed	Yes/No	
Background information report & Summary form	Yes/No	
Cycle Appraisal Form	Yes/No	
List of departures from standard with reasons	Yes/No	
Completed safety audit report/exception reports and documentation	Yes/No	
Other documentation <i>(please state)</i>	Yes/No	

Funding

Is scheme funding from KCC involved? If yes Attach cost estimate and breakdown of costs.	Yes/No	Cost Estimate and breakdown of costs included, if KCC funding needed.	Yes/No
--	--------	---	--------

Name:	Signed:	date::
--------------	----------------	---------------

Stage 1: Outline Assessment Summary Background Information Form

(To be used in conjunction with background information notes)

Location:			
Scheme Name:			
Scheme Promoter's Ref.:		Date:	
Background Information Report Attached		Yes	
<i>Please tick appropriate box</i>		No (all information provided on this form)	
Headings & Question No.	<i>Please state Not Required or tick the column for information heading covered in report (shaded rows) and for answers to questions state Yes/No.</i>		
	Background Report Headings	<i>Tick/ Not Required</i>	Comments
	Questions	Yes/No	
2.1	Crash History		
2.2	Traffic Flows		
2.2.1	For roundabouts, signal controlled junctions and other major junctions, have capacity checks been included (including am/pm)peaks?		
2.3	Traffic Speed		
2.4	Pedestrian/Cyclists/Mobility Impaired/Vulnerable Users		
2.4.1	Are any pedestrian movements diverted more than 10 metres in urban areas or 20 metres in rural areas from their established desire line (including formal/informal crossing points)? <i>If yes detail where and reason for this.</i>		
2.4.2	Are flush kerbs and tactile paving provided at all crossing points? <i>If not please detail where and reason for this.</i>		
2.4.3	Where a signal controlled crossing separate from a junction is provided, will the crossing include tactile paving and appropriate audible signals for pedestrians? <i>If so please state which and if not please detail reason for this.</i>		
2.4.4	Where a signal control junction is provided, does it signal-controlled pedestrian phases across all approaches? <i>If not please detail reason for this.</i>		
2.4.5	Where a signal-controlled crossing is provided at a junction, will the crossing include tactile paving, and audible or tactile indicators for pedestrians. <i>If so please state which and if not please detail reason for this.</i>		
2.4.6	Where a Toucan crossing is provided has a drawing showing the associated cycle network included?		

2.5	Public transport Plan of local bus routes included?		
2.5.1	Are any bus stops relocated or affected by the scheme? <i>If so, please detail changes and discussions with KCC, including the contact.</i>		
2.6	Development Proposals		
2.7	Physical Constraints		
2.7.1	Does the Scheme Promoter have control or can obtain control over all the land required for visibility splays? <i>If not clarify.</i>		
2.8	Vertical Alignment		
2.9	Scheme Usage		
2.9.1	Can the swept paths for the maximum size of vehicle using the scheme be achieved? <i>If not detail where and reason for this.</i>		
2.10	Road Surface and Drainage		
2.11	Signing and Markings		
2.11.1	Is there sufficient space for signing to be installed including provision for visibility splays to signs? <i>If not detail where and reason for this?</i>		
2.12	Lighting		
2.12.1	Does the scheme have a system of existing street lights?		
2.12.2	Are the adjacent sections of road to the scheme lit?		
2.12.2	Are modifications to the existing lighting proposed or is a new lighting system to be provided? <i>If yes, please state which.</i>		
2.13	Landscaping & Environmental Enhancements		
2.14	Design Standards & Departures		
2.14.1	Is the scheme designed to DfT/Kent Design standards for its design speed? <i>If not detail where and reason for this?</i>		
2.15	General Comments		

I confirm that the scheme has been designed to relevant DfT and KCC standards and the documentation as listed below* and I confirm the accuracy of the information.

Name: _____ Role: _____

Signed..... Date.....

Document List - tick to confirm use

- DfT/DMRB Standards
- Kent Design
- KCC Mobility Guidance Note
- KCC Code of Practice: Traffic Calming
- KCC Highway Design and Safety Advice – a guide to good practice
- KCC Guidance Note for Scheme Promoters
- KCC Cycle Scheme Audit Information

**CYCLE SCHEME APPRAISAL
STAGE 1: Outline Design**

Please complete this form and submit for Stage 1 with scheme plans.

Location
Scheme

Submitted by

If cycle facilities are being provided, please complete Section 1 only. If no cycle facilities are being provided, please complete Section 2 only. **In both cases, please ensure you enclose a plan of cycle routes.**

SECTION 1

For schemes promoting cycling	Y	N	N/A	Comments
Does the scheme make up part of a comprehensive network of routes?				
Is the route direct?				
Does it link with existing facilities?				
Is there evidence of concern from cyclists using routes in the vicinity?				
Are there any trip generators in the vicinity?				
Is there direct and safe access for cyclists to all points?				
Is there any parking provision?				
Is the route to be lit?				

SECTION 2

Schemes where cycle facilities are not proposed.	Y	N	N/A	Comments
Is the route suitable for cyclists to use?				
Are there any existing cycle facilities in the vicinity?				
Are any cycle routes proposed?				
Is there evidence of concern from cyclists?				

Signed _____

Date _____

FM-CYO side 1 of 1

Process of Design/As-Built Assessment of Schemes

Guidance Note for Scheme Promoters Forms

Appendix- Detail Design Stage 2

Detail design Submission Check List Form	FM-DDCKL
Scheme design Package Guidelines and Check List of Documents to be submitted for Technical Audit	
Cycle Design Form	FM-CYRev1

SEPTEMBER 2004

Detail Design Assessment - Stage 2 Submission Check List

To be completed by the Scheme Promoter

Location & District			
Scheme Name Description & Purpose			Submitted by:
Scheme Promoter's Contact Name:	Address to return documentation to:		
Tele No.	Fax. No.		
Scheme Promoter's Ref. No:	KCC Ref. No:		

List of Submitted Drawings *(Three copies of plans required)*

Drawing No (and Revision No.)	Title	Scale

Design Standards

Design Speed		kph	Maximum size of vehicle needing to use scheme	
Speed Limit		mph		

Submitted Documentation

Completed Forms/Information	Included	Comment
KCC letter of confirmation of principle/outline design of scheme & requirements.	Yes/No	
Scheme Promoter's confirmation letter that requirements have been addressed	Yes/No	
Geometric Design standards and note of departures from standard	Yes/No	
Traffic Signs/Marking Schedule	Yes/No	
Street Lighting calculations	Yes/No	
Cycle Design Form <i>(where applicable)</i>	Yes/No	
Disability Discrimination Act Compliance Form	Yes/No	
Completed safety audit report/exception reports and documentation	Yes/No	
Other documentation in accordance with "KCC Design Package" or additional information <i>(please state)</i>	Yes/No	

Funding

Is scheme funding from KCC involved? If yes Attach cost estimate and breakdown of costs.	Yes/No	Cost Estimate and breakdown of costs included, if KCC funding needed.	Yes/No
--	--------	---	--------

Name:	Signed:	date::
--------------	----------------	---------------

FM- DDCKL side 1 of 1

SCHEME DESIGN PACKAGE GUIDELINES

- 2.1 These guidelines shall be read in conjunction with 'Developer Funded Highway Works carried out under Section 278 of the Highways Act 1980 - Guidance Notes for Developers'.
- 2.2 A design package must be produced in accordance with August 1998 edition of the “Specification for Highway Works” published by HMSO as Volume 1 of the Manual of Contract Documents for Highway Works modified and extended by the Council’s additional substitute and amended clauses at the date of preparation of the tender and all relevant DfT/DMRB Design Standards and Advice Notes, and as modified by Kent County Council..
- 2.3 The package shall contain all the requirements listed in guidance notes for developers for S278 and S38 works and the scheme shall also be designed with reference to the following:
 1. KCC Mobility Guidance Note
 2. Appendix 3 of KCC Cycle Strategy Document (2001) – available at: www.kent.gov.uk/cycling
 3. A scheme of traffic signs and carriageway markings as outlined in Appendix 1.
 4. A scheme of street lighting designed to BS5489 Parts 2, 3 and 4 as appropriate, and as outlined in Appendix 1.

APPENDIX 1
CHECKLIST OF DOCUMENTS TO BE SUBMITTED FOR DESIGN ASSESSMENT

1. STREETLIGHTING

- 1.1 Existing lighting identified by:-
 - 1.1.1 Location;
 - 1.1.2 Mounting Height;
 - 1.1.3 Lamp type/wattage;
 - 1.1.4 Approximate age (if known).
- 1.2 Replacement/new lighting proposals including location(s) and selected standard.
- 1.3 Whether the scheme is in a conservation area.
- 1.4 Copy of Calculations showing compliance with BS 5489.
- 1.5 Drawings showing column spacings in accordance with calculations.
- 1.6 If any Private Cabling is proposed:-
 - 1.6.1 Cable runs and ducts crossings;
 - 1.6.2 A schematic diagram showing cable sizes, connections to street lighting and fuse ratings;
 - 1.6.3 Calculations for cable sizes and fuse ratings.

2. TRAFFIC SIGNS AND ROAD MARKINGS

- 2.1 Existing traffic signs identified by:-
 - 2.1.1 Location;
 - 2.1.2 Type (DfT diagram No. where appropriate);
 - 2.1.3 Sketch of sign face if a direction sign.
- 2.2 Proposed signs:-
 - 2.2.1 Schedule of all aspects indicated in the current DfT specification for roads and bridges works
 - 2.2.2 Sign face layout drawings;
 - 2.2.3 Layout drawing showing sign locations cross referred to 2.2.1 and 2.2.2;
 - 2.2.4 Layout drawing showing existing and proposed road markings identified by Traffic Signs and General Directions diagram No. (preferred minimum scale 1:500);
 - 2.2.5 Cabling details for illuminated signs;
 - 2.2.6 Acceptance of KCC special requirements for sign plank profile and specification;
 - 2.2.7 Adherence to BS 873 (as amended) and BS 5262;
 - 2.2.8 Signpost specification, type of signpost units, bollards and electrical control systems all approved by KCC (to avoid costly maintenance/renewal problems later).
 - 2.2.9 Proposed Identification numbers/cyphers.

CYCLE SCHEME DESIGN FORM STAGE 2: Detailed Design

Please complete this form and submit for Stage 2 with plans. Consult guidelines for notes.

Location		Scheme	
Submitted by			

SECTION 1	Comments
1. What volumes of traffic use the roads affected by the scheme?	Peak hour _____ 12 hour _____ HGV/Bus % _____
2. What volumes of cyclists use the roads affected by the scheme?	Peak hour _____ 12 hour _____
3. How many personal injury crashes involving cyclists have occurred in the vicinity of the route in the last 3 years?	
4. What is the 85 th percentile vehicle speed along the route?	

SECTION 2	Y	N	N/A	Comments
General				
1. Are there any trip generators in the vicinity? (please identify)				
2. Is there scope for a convenient cycle route away from the road?				
3. Are cyclists exempt from any TRO's or road closures?				
4. Are flush dropped kerbs provided?				
5. Is there clearance of at least 4m (7m for two lanes) between refuge and kerb?				
6. Does the width of the cycle lane accord with guidelines?				
7. Is there sufficient space alongside parking/loading areas?				
8. Does any point along the route have a gradient greater than 3%. If so, where?				
9. Do drainage conditions eliminate puddling?				
Traffic Signals and Signalled Crossings				
1. Are toucan crossings required at any crossing point along the route?				
2. Are advanced stop lines required at any point along the route?				
3. Are phasing and timings at signals sufficient to permit cyclists to clear junctions safely?				
4. Are all existing and potential cycle movements catered for?				

FM-CY/Rev1 side 1 of 2

Roundabouts				
1. Are there any alternative routes which would avoid roundabouts?				
2. Could alternative junctions be used to avoid using roundabouts?				
3. If not, can the design be modified to improve safety for cyclists:				
Traffic Calming				
1. Will cyclists be able to avoid horizontal calming features?				
2. Will cyclists be "squeezed" at any pinch points?				
3. Will cyclists be able to avoid vertical calming features?				
Cycle Lanes				
1. Does the lane continue as advisory across side road junctions?				
2. Are cycle lanes free from obstructions?				
3. Is the treatment of any segregated facilities satisfactory?				
4. Are carriageway entry/exit lanes satisfactory?				
Overall				
1. Is the scheme set properly in order to provide a coherent cycling infrastructure?				
2. Is the route for cyclists reasonably direct?				
3. Is the scheme attractive enough to encourage cyclists to use it?				
4. Is amount and location of cycle parking adequate for its intended use?				

Signed _____

Date _____

FM-CY/Rev1 side 2 of 2