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Explanatory notes for completion of Highways Investigation Scheme Request Forms

Background

We have adopted a new system of identifying and progressing community requests for small highway and transport improvements. The process helps us to focus our limited resources on the things that will provide the most benefit to South Gloucestershires Communities and road users. The process enables us to scrutinise all proposals and then to take forward the ones that will provide the most value for money.

To ensure all proposals for new potential schemes can be considered on a fair and equal basis it is essential that we have all the key information and background for each request. This enables us to make an informed decision on which requests to prioritise and progress.

A key tool for us is the Highways Investigation Scheme Request Form. This form enables you as the applicant to provide us with as much information as you can regarding your proposal. The questions are aimed to help you provide us with the information we will need and avoid us having to keep contacting you unnecessarily. Requests to investigate a traffic management issue should be submitted using the Highways Investigation Scheme Request Form.

When we have received a fully completed form we can then assess the proposal and inform you of what will be happening. The StreetCare Assess and Decide (Traffic Management) team will review the information and progress the proposal form.

Submitting your application

We will only progress applications if they are supported by the local ward member or parish council **(in unparished areas only the support of a local member is required)**. This avoids us spending time on proposals that are not supported by the elected local community representatives. If you wish to submit an application for a scheme you should therefore start by contacting your local ward member or parish council **(in unparished areas only the support of a Local member is required)**. Contact details are available on the council's public website via the following links:

<https://council.southglos.gov.uk/mgMemberIndex.aspx>

<https://council.southglos.gov.uk/mgParishCouncilDetails.aspx>

The Form

The form asks you to answer a number of questions each questions has a short explanation to help you answer it as fully as possible.

Description of the problem or issue:

Please provide as much detail as you can to describe the background and nature of the problem. Where is it? What is the problem? Why is it a problem and to who in particular? How long has it been going on for? Has it got worse in recent times and why do you think that is? Has anything changed recently that has created this problem?

The proposed solution:

In this section we want to find out what you think might solve the problems and why.

There may be a number of possible solutions or a combination of solutions. Measures that can be provided on the public highway are prescribed in the Traffic Signs Regulations and General Directions 2016 - some examples are available on the Council's public website via the following links:

<http://www.southglos.gov.uk/transport-and-streets/streets/road-safety-traffic-schemes/>
<http://www.southglos.gov.uk/transport-and-streets/streets/road-and-traffic-management-information/>

If you have any queries regarding the range of possible solutions, please contact the Assess and Decide (Traffic Management) team for advice.

Council transport goals:

When we assess proposals we prioritise them using the five key transport goals of the Council, as expressed in the Joint Local Transport Plan (JLTP, 2011 – 2026). These are summarised below. The proposed solution may contribute towards delivery of some or all of these objectives in some way - your application should demonstrate how you consider the proposed solution might do this.

- **Reduce carbon emissions** – eg: encouraging alternatives to the car such as walking and cycling, influencing travel behaviour
- **Support economic growth** – eg: reducing congestion, shortening journey times, improving access to employment growth areas
- **Promote accessibility** – eg: regeneration of deprived areas, improved access to services for rural residents or people with mobility difficulties
- **Contribute to better safety, security and health** – eg: reduce road casualties, encourage more physically active travel, improve road safety for pedestrians, cyclists and horse riders
- **Improve quality of life and a healthy natural environment** – eg: enhance public spaces, reduce transport noise and the impact of transport on the natural and historic environment

Full details of the Joint Local Transport Plan are available via the Travelwest website via the following link: <https://travelwest.info/projects/joint-local-transport-plan>

Local consultation:

Aside from your local ward member or parish council (**only ward member in unparished areas**), your application may have the additional support of other stakeholders. Your application should indicate the source of any such support. Items such as e-mails, petitions or letters submitted to the Council

may be appended to your application if available – for data protection reasons, please ensure you have permission first from anyone named within any of the documentation you choose to submit.

Engineer's assessment of the proposal

- Once submitted your application will be assessed and scored against the above JLTP objectives, to determine whether an investigation scheme can be justified.
- If the proposal scores sufficiently highly then an investigation is warranted and an estimated cost for the proposed solution will then be made.
- The proposal is then scored in terms of its likely cost benefit ratio and impact on future highway asset liability. This score is then combined with the JLTP objectives score to give a total score.
- If the total score for the proposal is sufficiently high it will be entered onto the local transport priority list of investigation schemes.
- The highest scoring investigation schemes are selected for detailed investigation by the Assess and Decide (Traffic Management) team.
- If the solution can be delivered as a 'Quick Win' through minor works, then measures can sometimes be introduced immediately - typically limited / low cost signage or road markings.
- Costlier solutions that can be clearly identified through investigation are then entered onto the local transport priority list - for possible future selection for implementation as part of the council's Capital Programme.

Keeping Track of your proposal

We will keep you informed of what is happening as we assess your proposal. The flow chart shows we will contact you at each point that a decision has been made. Our Assess and Decide Team will let you know who is going to deal with your submission when we receive it.