

NOTTINGHAMSHIRE COUNTY COUNCIL

**HIGHWAY NETWORK
MANAGEMENT PLAN**

December 2014

**Andrew Warrington
Service Director Highways**

HIGHWAY NETWORK MANAGEMENT PLAN

Amendments

NOTE – Appendices 5, 3 and 2 are revised annually to accommodate changes in charges for Highway Services

<u>Sections</u>		<u>Amendment Date</u>
The following were issued on the dates indicated as hard copy amendments to the original November 2003 edition of the HNMP		
5.3.4	Coloured surfacing	March 2004
5.3.5	Footway reconstruction	March 2004
5.3.6	High skid resistance surfacing	March 2004
5.8.2	Advisory road markings for the visually impaired	March 2004
5.8.5	Footways	March 2004
5.11.11	Abnormal load routes	March 2004
5.11.15	Traffic light violation and speed cameras	March 2004
5.12.12	Drainage	March 2004
5.12.22	Private items or memorials placed on the highway	March 2004
Appendix 5	Charging for Transportation Services	March 2004
5.12.17	Highway inspections	May 2005
Appendix 8	Summary of inspection frequencies	May 2005
The following were issued in the pdf edition HNMP (Sept2005)(v1.1)		
Appendix 3	Standard scaffolding/hoarding letters	July 2005
Appendix 5	Charging for Transportation Services	July 2005
5.3.10	Skidding resistance policy	August 2005
Appendix 4	S142 Highways Act licence	August 2005
Appendix 12	Skid resistance NPV calculator	August 2005
Appendix 11	Temporary traffic lights approval certificates	September 2005
The following were issued in the pdf edition HNMP (Dec2005)(v1.2)		
Appendix 7	Unrecoverable costs flow chart	November 2005
5.6.5	Footway markings	November 2005
Appendix 3	Standard scaffolding hoarding letters	December 2005
5.4.8	Winter maintenance	December 2005
Appendix 13	Winter Service Operational Plan – Part 1, Policies	December 2005
5.11.14	Traffic calming	December 2005
5.7.13	Vehicle-activated interactive road signs	December 2005
5.12.20	Mud or dung on the highway	December 2005

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The following were issued in the pdf edition HNMP (March2005)(v1.3)		
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Appendix 5	Charging for Transportation Services	March 2006
Appendix 3	Standard scaffolding/hoarding letters	March 2006
Appendix 2	Skip licence application	March 2006
5.8.3	Non-motorised road user audit	March 2006
Appendix 6	Non-motorised road user audit form	March 2006
5.4.1	Emergencies	March 2006
5.1.6	Planting and sponsorship of traffic islands	March 2006
5.7.13	Vehicle-activated interactive road signs	March 2006
Appendix 12	Skidding resistance – NPV calculator	March 2006
5.3.6	High Skid Resistance Surfacing	March 2006
5.3.10	Skidding resistance (SCRIM) policy	March 2006
The following were issued in the pdf edition HNMP (April 2006)(v2006.1)		
5.3.10	Skidding resistance (SCRIM) policy	April 2006
Appendix 2	Skip licence application	April 2006
The following were issued in the pdf edition HNMP (Aug 2006) (v2006.2)		
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5.8.2	Advisory road markings (parking bays) for the mobility impaired	June 2006
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Appendix 15	County wide HGV survey form	July 2006
5.3.12	Vehicle crossings (effective from 26 th July 2006)	26 th July 2006
Appendix 5	Charging for Transportation Services	July 2006
5.3.5	Footway reconstruction	July 2006
Minor changes to the following to reflect the Nottinghamshire Highways Partnership arrangements and the revised Environment Department structure – 1.0; 5.1.1, 2, 3, 7 & 9; 5.3.2, 5 & 12; 5.4.1, 2, 4 & 8; 5.5.1, 2 & 3; 5.6.4 & 5; 5.7.3, 12 & 13; 5.8.1 & 3; 5.11.3, 4, 12, 13 & 16; 5.12.5, 7 & 19; Appendices 3 & 13		July 2006
The following was issued in the pdf edition HNMP (Aug 2006) (v2006.3)		
5.7.13	Vehicle-activated interactive road signs (effective from 3 rd August 2006)	3 rd August 2006

The following were issued in the pdf edition HNMP (Dec 2006) (v2006.4)		
5.12.12	Drainage	October 2006
Minor changes to the following to reflect the changes from the Environment Department structure to the Communities Department structure – Title page; 1.0; 3.0; 5.1.1,4 & 7; 5.3.2 & 6; 5.4.1; 5.6.1; 5.7.1 & 9; 5.10.3; 5.11.6 & 9; 5.12.2 & 15; Appendices 4 & 5		December 2006
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5.11.19	Permanent closure or diversion of rights of way on crime reduction grounds (new section)	December 2006
5.11.20	Gating Orders (new section)	December 2006
Appendix 16	Procedure flow chart for the closure or diversion of rights of way on the grounds of crime reduction under the Countryside & Rights of way Act 2000 (new appendix)	December 2006
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The following were issued in the pdf edition HNMP (April 2007)(v2007.1)		
5.12.27	Road Safety Audits	February 2007
Appendix 18	Road Safety Audits (new appendix)	February 2007
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5.8.7	Pedestrian crossing facilities	March 2007
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The following were issued in the pdf edition HNMP (Jan 2008) (v2007.3)		
5.9.2	Christmas lights and decorations on the highway	Sept 2007
Appendix 13	Winter Service Operational Plan – Part 1, Policies (effective from 12 th November 2007)	12 th November 2007
5.1.6	Planting and sponsorship of traffic islands	November 2007
5.5.4	Bus lanes and bus priority	November 2007
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5.7.14	Banners on the highway (new section)	September 2008
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Appendix 3	Standard scaffolding/hoarding letters	March 2009
Appendix 5	Charging for Highway Services	March 2009
The following were issued in the pdf edition HNMP (July 2009) (v2009.2)		
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The following were issued in the pdf edition HNMP (Apr 2011) (v2011.1)		
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Minor changes to the following to reflect the changes from the Communities Department structure to the Environment and Resources Department structure – Title page; 1.0; 3.0; 5.1.1,2,3,4,7 & 10; 5.3.4 & 6; 5.4.2&4; 5.5.1&2; 5.6.1; 5.10.3; 5.11.1 & 7; 5.12.15.	Dec 2011	
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Appendix 16	Application for a pavement café license NOTE Previous Appendix 16 relating to Procedure Flow Chart for the closure or diversion of rights of way on the grounds of crime reduction under the Countryside & Rights of Way Act 2000 deleted	December 2014
Appendix 21	Nottingham & Nottinghamshire LRF Sandbag Policy	December 2014
Appendix 22	Application to install Hanging Basket, Banners and the like on the Highway	December 2014
Appendix 23	Application to install Seasonal Decorations on the Highway	December 2014

Notes relating to revised editions of the HNMP

It is intended that the HNMP will be reviewed periodically and revisions issued electronically, subject to there being any changes. It will be made available on the Council's intranet.

The sections that have been amended/revised are shown in the above Amendment List. They take effect from the 1st of the month following the month of their issue (shown in the footer of the relevant page), unless otherwise indicated.

It is left to the individual, or their Section's QA system, whether they keep a hard copy of the HNMP. If a hard copy is kept, it is essential that it is up to date at all times.

The electronic version of the HNMP is always the latest edition and is available on the intranet (and in summary form on the Council's web site). This should obviate the need for keeping most hard copies and should provide a more cost effective method of keeping or accessing up to date copies, as well as having an added advantage of being more environmentally friendly.

It should be noted that when administering a Public Liability claim against the Authority, the edition of the HNMP at the time of the alleged incident is the relevant one for dealing with that claim. Accordingly, the Highway Assets & Development Team will keep a library of the various editions for appropriate reference.

Any queries on the HNMP should be directed to the Highway Assets & Development Team who will endeavour to provide timely, relevant advice.

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1.0 INTRODUCTION

With ever-increasing demands on the Highway Network, its effective management to ensure safe and convenient movement of people and goods is assuming ever greater importance.

The potential contribution of the Highway extends even further. It is fundamental to the economic, social and environmental aspects of the local community. The maintenance and management of the network should reflect the wider contribution it can make in these areas and also ensure that the service provided is responsive to the needs of citizens and road users.

The policies contained within the Plan are set within the wider context of integrated transport, best value and the corporate vision of the County Council.

The purpose of the Highway Network Management Plan is to collate all the policies, standards and procedures associated with Highway Management into one document.

The documents currently published by the County Council that form an intrinsic part of this Plan are listed in [Appendix 1](#)

The objectives of the policies given in this Plan are to ensure Network safety, serviceability and sustainability. The latest Code of Practice for Maintenance Management 'Well Maintained Highways' published in 2005, gives guidance and recommendations in achieving these objectives and these are reflected within the Plan. Where these recommendations have not been adopted this will be stated within the relevant section.

This Plan does not apply to bridleways, footpaths, roads used as public paths (RUPPs) and byways open to all traffic (BOATs). These are managed by the Countryside Access section, Highways Division of the County Council's Environment and Resources Department.

2.0 OBJECTIVE

The vision for Nottinghamshire is:

To be a better place to live, work and visit (Strategic Plan 2014-18)

3.0 STRATEGY

The Strategic Plan (2014-18) sets out the following outcomes to achieve the objectives including the following, supported by the work of the Highways Division:

- Casualties on Nottinghamshire's roads continue to reduce;
- The environmental impact of providing County Council Services is reduced;
- The roads and transport infrastructure in Nottinghamshire is fit for purpose;
- Connectivity across the county and into the region will be improved;
- Economic growth is stimulated by unlocking employment sites
- We have attractive and economically vibrant towns;
- Barriers to growth are minimised by improving countywide infrastructure.

4.0 BASIS OF NETWORK MANAGEMENT

4.1 Network Hierarchy

The roads which form the highway network have different roles depending on the level and composition of traffic flow and their relative importance as communication links. Policies, standards and procedures will differ according to the role of the road.

A road hierarchy has been defined which classifies each link in the highway network according to its role.

[Appendix 14](#) shows a comparison between the definitions of road hierarchies.

4.2 Inventory

The effective management of the network relies on an adequately maintained highway inventory.

This Inventory is fully computerised and consist of a number of separate inventories covering a range of highway features. It is based on a geographical information system (GIS) which allows easy access and interpretation. This forms part of an Asset Management System and is integrated with other highway management functions.

4.3 The Environment

The land adjoining footways and carriageways also forms part of the network and must be maintained in the interests of safety, serviceability and sustainability.

These works mainly involve items such as grass cutting, tree maintenance and verge maintenance. These are environmentally based and all aspects of the work should be considered sympathetically, but with network safety as a prime consideration.

Public awareness and interest in environmental matters is increasing and the maintenance and management of verge areas will be considered over the long term.

5.0 POLICIES, STANDARDS AND PROCEDURES

To achieve the objective of the Highway Network Management Plan, policies, standards and procedures need to be formulated based on the aims outlined in Section 3.

This section gives details of the policies, standards and procedures under the following headings:

- .5.1 Amenity
- .5.2 Barriers and Fencing
- .5.3 Carriageways and Footways
- .5.4 Emergencies and Adverse Weather Conditions
- .5.5 Public Transport
- .5.6 Road Marking and Studs
- .5.7 Signs and Street Furniture
- .5.8 Specific Needs for Mobility Impaired Persons
- .5.9 Street Lighting
- .5.10 Structures
- .5.11 Traffic Management
- .5.12 Network (General)

Policies, standards and procedures operate within the level of expenditure set. Highway works will be prioritised within the available resources.

Policies of the County Council are stated at the beginning of each sub-section and heading and are printed in **bold** type for clarity.

5.1 Amenity

5.1.1 Conservation

Wherever possible adverse effects on landscape and nature conservation will be identified, considered and minimised following consultation with the County Council.

This is to preserve and enhance the environment by minimising the effects of highway works.

In all activities likely to affect flora and fauna, the techniques, programme of works and materials used should avoid causing damage and disturbance.

Conservation staff maintain a list of designated nature conservation sites including Sites of Special Scientific Interest and Notified Road Verges (highway verges designated for their wildlife interest) and will provide advice as required.

5.1.2 Cultivation licences

Planting in the highway by private individuals will be permitted where a cultivation licence has been just issued.

These are allowed under Section 142 of the Highways Act 1980 and are issued to an individual or may be assigned to the deeds of property.

There are conditions relating to the issue of a licence as follows:

- i. The area must be maintained in perpetuity, or returned to its original or other agreed condition. Any costs incurred by the Authority shall be reimbursed by the license holder.
- ii. The proposals must not affect the safety of other highway users or traffic sight lines.
- iii. The proposal must be approved by the local District Manager
- iv. The area must not be within a designated nature conservation site. Conservation staff hold information on the location of these sites.
- v. No structures, walls or fences to be erected.

The licensee must also agree to meet the legal and administration costs associated with preparing the agreement.

The County Council may serve notice on the licence holder to revoke the licence in certain situations, for instance where the area is not being maintained satisfactorily or where the area is required for highway works. Relevant notice periods are contained within Section 142 of the Highways Act 1980.

[Appendix 4](#) shows a sample cultivation licence and associated conditions of issue.

5.1.3 Edge cutting back (siding)

Edge cutting back (or siding) will be carried out on carriageways, footways and cycle tracks.

This is to maintain their usable width.

Siding will be undertaken as required to maintain a 1.2 metre wide usable footway wherever possible, however it is recognised that in some areas this will not be achievable due to the constructed footway width. In these instances the local District Manager will decide on a reasonable width to be maintained based on local knowledge and footway usage.

5.1.4 Grass cutting

Grass will be cut to ensure that growth does not present a road safety hazard to any class of road user.

In areas of particular nature conservation interest or Sites of Special Scientific Interest, specific and individual standards of maintenance will be agreed with Conservation staff.

The network management approach to grass cutting is based on the following principles:

- i. Appropriate mowing required (depending on flora/fauna present).
- ii. No unnecessary herbicide treatment.
- iii. Generally grass cutting is carried out for safety reasons and not on amenity grounds.

This approach is to maintain a balance between the need for road safety and the need to preserve the natural habitat within roadside verges in terms of both flora and fauna.

Frequencies for grass cutting are varied depending on whether the area is classified as rural or urban.

For grass cutting purposes an urban road is classified as a section of road subject to a speed limit of 40mph or less and a rural road is classified as having a speed limit exceeding 40mph. However, there may be some circumstances where this classification will need to be varied for a particular road section due to local conditions or justification for a greater or lesser cutting frequency.

Grass cutting should be carried out to ensure that the grass is a maximum length of 75mm on completion. Mechanical mowing should be carried out to within 300mm of sign posts, fencing or other obstructions and the remaining areas cut by use of a strimmer.

Grass cuttings are not collected.

The following maintenance standards should be achieved in **urban** areas:

Item	Frequency of cut
Vision splays, traffic islands, raised roundabouts and grass adjoining highways in built-up areas with numerous accesses.	Minimum 5 times per year or as required to maintain visibility.
Grass areas adjoining highways on all other roads.	5 times per year.
Grass areas adjoining footways and cycle tracks.	5 times per year.
Newly seeded areas.	During the first 3 years cut as necessary to allow satisfactory establishment.
Areas with injurious weeds.	Remove as necessary in accordance with Section 5.1.9.

The following maintenance standards should be achieved in **rural** areas:

Item	Frequency of cut
Rural roads without footways:	
Vision splays.	Full width cut of vision splay minimum 2 times per year or as required to maintain visibility.
All other grassed areas adjoining the highway.	Single width swath cut 2 times per year. Every third year the final cut of the season should be full width.
Rural roads with footways:	
Vision splays.	Full width cut of vision splay minimum 2 times per year or as required to maintain visibility.
All other grassed areas adjoining the highway.	Full width cut between the footway and road edge, single width swath cut at rear of footway 2 times per year. Every third year the final cut of the season should be full width.
Areas with injurious weeds	Remove as necessary in accordance with Section 5.1.9.

5.1.5 Maintenance of soft landscaped areas

Soft landscaped areas within the highway will be maintained to ensure a neat and tidy appearance.

This is to enhance the local environment and their amenity value.

Litter collection from landscaped areas is a District Council function.

5.1.6 Planting and sponsorship of traffic islands

Private sponsorship of traffic islands and similar areas for the purposes of planting will be permitted, and is arranged and administrated on behalf of NCC Highways by a contract with a commercial Service Provider.

Islands suitable and available for sponsorship have been identified across the county.

The provider is also willing to work with local groups, district or parish Councils where they express interest in sponsorship or looking after other areas of the highway, for example roadside verges, barriers, hanging baskets in town centres for example.

Signs shall be provided at the expense of the Service Provider or Sponsor.

Signs shall be to the following specification and be approved by the Council:

- Signs shall be 1m x 0.6m
- Nottinghamshire County Council's logo is required to be displayed on all signs together with an indication that the sponsorship is 'in partnership with Nottinghamshire County Council.'
- Signs shall be designed to be fixed with long side parallel to the ground
- Signs shall be manufactured from aluminium and secured to two high quality metal grey tubular legs with caps on top. The legs are secured into the ground with concrete.
- Normally one sign shall be permitted opposite each entrance to the roundabout.
- Signs should be positioned at least 1 metre away from the kerb edge of the roundabout.
- The front surface may have a gloss finish but not in any highly reflective material which may resemble a statutory highway sign. The overall background colour shall be white.
- Sponsors telephone numbers, detailed addresses and detailed strap lines shall not be permitted.
- Sponsors may have their logo and/or corporate font on signs as long as the sign remains legible.

Further details are available from NCC's Marketing & Engagement.

5.1.7 Tree and hedge maintenance

Trees within the highway will be maintained in a safe and healthy condition.

Trees that cause obstructions to signs, street lighting, free movement of vehicles or are likely to cause damage to the highway or vehicles will be managed which may include tree surgery or removal.

Owners of land containing trees that could cause a hazard to the adjacent highway will be instructed to take appropriate action. County Council staff will provide advice if requested.

Organisations working close to trees will be instructed to take special care to avoid damage and advised on appropriate measures to maintain trees in a safe and healthy condition.

Where cutting of hedges is necessary, this shall be undertaken in sympathy with the environment (e.g. outside of the bird-nesting season) bearing in mind highway safety.

Highway hedges will be maintained and cut to ensure growth does not present a hazard to road users.

Requests from frontages to finance privately the pruning of highway trees will be considered.

Requests to privately finance highway works should be dealt with following the advice given in the County Council Guidance Note 'Privately Funded Highway Works' dated January 2001. Private financing will not be accepted where the work is required on safety grounds.

All requests for the private financing of tree works should be referred to the local District Manager.

The responsibility for maintaining trees within the highway rests with the Highway Authority. In order that mature trees may be successfully retained, they shall be inspected by a qualified person at intervals dependent on the risk posed to persons and property. Subject to resource limitations, the inspection standard will be once every 5 years for mature trees in assessed high risk areas or more frequently if necessary. These inspections will be organised by the local District Manager.

Careful positioning of signs and streetlights in relation to trees when designing schemes will reduce the necessity for future maintenance.

Most hedges that form the highway boundary are the responsibility of the adjoining landowner.

Lengths of highway hedge may only be removed following approval by the Service Director (Highways).

Any works requiring the removal of hedgerows must be referred at least 6 weeks in advance.

Reference must also be made to the requirements of the Hedgerow Regulations 1997.

The standards for tree and hedge maintenance are as follows:

Item	Standard	Notes
Hedges and trees within the highway	Maintain as required.	Works undertaken on safety grounds following complaints or inspection.
Hedges and trees in private ownership.	Owners requested to maintain as required.	Mainly to restore visibility and prevent obstruction.
Dangerous trees within the highway.	Fell as required.	Works undertaken on safety grounds following inspection by qualified arboriculturalist.
Dangerous trees in private ownership.	Owners requested to fell as required. Followed by legal action if necessary.	Following inspection by qualified arboriculturalist.

Trees felled within the curtilage of the highway should be replaced with a tree of the same species unless there are arboricultural or engineering reasons to the contrary.

Routine works to trees should be carried out with regard to the Wildlife and Countryside Act 1981. This particularly relates to the protection of nesting birds and bat roosts. The bird nesting season is normally considered to be from mid –February to late August. It should be noted that it is an offence under the above Act to disturb any nesting wild birds.

In the case of privately owned trees, the landowner should be advised of the nature of the problem and given notice to undertake any remedial actions considered necessary. Section 154 of the Highways Act 1980 outlines the procedure for Highways Authorities to deal with hedges, trees and shrubs growing on adjacent land and allows for the recharging of any reasonable costs incurred.

Trees on the highway will not be removed or unduly cut back for reasons of improving or allowing CCTV coverage, where they affect a solar panel installation, or where they affect television reception for adjacent households.

In this instance, residents are to be advised to seek other ways of improving reception.

All works carried out in the vicinity of trees will be done with regard to-

- the National Joint Utilities Group (NJUG) publication "Volume 4: Guidelines for the planning, installation and maintenance of utility services in proximity to trees' (dated 2007) and
- BS5837:2012 'Trees in relation to design, demolition and construction' and
- the County Council document 'Tree Conservation and Maintenance Policy'.

5.1.8 Tree planting

Tree and shrub planting will be carried out where appropriate to enhance the landscape, nature conservation and local amenity.

Felled trees will be replaced whenever possible.

Planting schemes will be designed so as not to obstruct visibility, interfere with highway users, create surface irregularity, affect statutory undertaker's plant and equipment or damage adjoining structures.

Wherever possible, suitable native species will be used except in urban areas where a wide range of species and sizes may be used to create a high quality streetscape.

Consideration will be given to the issuing of licences to other parties who wish to plant and maintain trees within the highway.

Trees are provided to enhance the environment and in certain circumstances increase the stability of slopes.

The issue of cultivation licences by the highway authority is provided for under Section 142 of the Highways Act 1980.

Section 5.1.2 contains details regarding cultivation licences.

5.1.9 Verge Maintenance

Verges will be maintained in a safe condition and priority will be given to ensuring that visibility is not impaired.

All verges will be maintained in an appropriate environmental manner with priority given to verges of nature conservation value.

Where suitable sites exist consideration will be given to the establishment of roadside nature reserves.

Ragwort will be removed from the highway where the County Council is notified of its existence adjacent to fields containing horses.

Various routine operations are necessary to keep the highway verge, central reserves and slopes in a safe condition.

These include inspecting and maintaining trees and hedges that are the responsibility of the Highway Authority (see section 5.1.7).

It will also be necessary to remove obstructions and cut grass and other vegetation to maintain visibility especially at road junctions.

Consideration should be given to timing of some verge works, particularly hedge cutting which, unless for highway safety reasons, should not be carried out during the bird nesting season.

The control of injurious and noxious weeds is a statutory responsibility for Authorities under the Weeds Act 1959 and the Wildlife and Countryside Act 1981.

The Department for Environment, Food and Rural Affairs (DEFRA) may serve notice on a Local Authority requiring them to remove injurious weeds.

There are 5 injurious weeds covered by the provisions of the Weeds Act 1959. The prescribed weeds are:

- i. Common ragwort (*Senecio jacobaea*)
- ii. Broad leaved dock (*Rumex obtusifolius*)
- iii. Curled dock (*Rumex crispus*)
- iv. Creeping or field thistle (*Cirsium arvense*)
- v. Spear thistle (*Cirsium vulgare*)

Further details on these weeds and aids to identification can be obtained from the Department of the Environment, Food and Rural Affairs (DEFRA) or via the website at 'www.defra.gov.uk'.

Where injurious weeds on highway land are a nuisance to adjacent landowners, the County Council will work with the landowner to ensure weed control measures are undertaken simultaneously to avoid recontamination.

Ragwort is extremely difficult to eradicate. The seeds can survive for 20 years in the soil before germinating and any roots left in the ground when dug up will re-grow.

Ragwort is also highly toxic to horses, cattle and sheep and it must be ensured that the removed plants do not become mixed with other vegetation that could be used as feed.

Ideally, ragwort should be completely dug out before it flowers and disposed of by burning.

A number of Notified Road Verges and Conservation Verges have been established in consultation with Conservation staff. The maintenance of these sites should be carried out in liaison with the local District Manager who will advise on the most appropriate techniques and timings and for their clear marking on site.

Some verges have also been designated as Sites of Special Scientific Interest (SSSI). These are managed in consultation with English Nature, however Conservation staff and the local District Manager will be able to advise on the location of these sites and provide contact details.

5.1.10 Weed Treatment

Weed growth will be controlled in kerbs, footways, cycleways, hardened verges and central reserves as required following inspections and in accordance with policies on green issues and environmental legislation.

It is intended that weed treatment should be carried out to treat footways and kerbed lengths during the main growing season.

This policy enhances the environment, aids drainage and reduces the likelihood of structural damage.

The control of injurious and noxious weeds is a statutory responsibility for Highway Authorities under the Weeds Act 1959 and the Wildlife and Countryside Act 1981.

Refer to section 5.1.9 regarding prescribed weeds and required actions.

Residual weedkillers will not be used on the highway unless included in granular form within the sub-base during construction or maintenance works. There is currently no permitted residual granular weedkiller used within Nottinghamshire.

Glyphosate is currently the only approved non-residual weedkiller to be used on highway surfaces.

5.2 **Barriers and Fencing**

5.2.1 **Safety fencing**

Central reserve barriers will be installed on all new build and existing dual carriageways where the criterion is met.

Safety fences and barriers will be maintained in a sound structural condition to fulfil their purpose, but shall not be installed where they constitute a danger to road users or pedestrians.

The criterion for the provision of permanent safety barriers is contained within the Department for Transport document TD19/06 'Requirements for Road Restraint Systems' (RRRS) issued in August 2006.

This document also provides design guidance and provision criteria for permanent and temporary safety barriers, pedestrian guardrails, parapets and crash cushions.

An interim advice note (IAN 44/05) has been produced which provides guidance on the changes to the design and implementation requirements which were previously included in the Design Manual for Roads and Bridges (DMRB).

The following inspection frequency of elements applies:

Safety fences - To be inspected as part of the scheduled service inspection. Defects affecting the structural integrity of the fencing are to be made safe within 24 hours subject to assessment, with permanent repair as soon as practicable. May be painted as deemed necessary.

[Appendix 8](#) summarises inspection frequencies.

5.2.2 Other fences, walls, barriers and cattle grids

Pedestrian fences and barriers are provided for the protection of the travelling public, both pedestrian and vehicular.

Barriers on non-vehicular routes will only be provided where there are compelling reasons to do so.

Decorative pedestrian barriers such as those installed as part of an environmental improvement scheme will be replaced like for like in the event of damage.

NCC policy attempts to strike a reasonable balance between the often-conflicting need to prevent accidents and deter anti-social behaviour with the need to ensure access to the mobility impaired and other legitimate road users.

It is important to ascertain the status of any route before any decision is made to erect a fence, barrier or cattle grid. The County Council may still have an interest in the route though the route may not be shown on highway adoption records.

The gating of footpaths by virtue of a Gating Orders is covered in Section 5.11.20

Provision of barriers –

When considering the provision of barriers on footways, the following criteria and guidance should be used:-

- barriers should not be installed where access by emergency service vehicles to nearby premises is materially compromised. This is particularly relevant for some “court” layouts where the path could form the primary source of access for emergency services.
- barriers should only be installed where there is a proven accident problem or a history of relevant problems known to the Police or other Crime Reduction Partners, or the Police recommend barriers should be installed to combat certain anti-social behaviour.
- barriers should only be installed after consultation with the relevant County Councillor, adjacent property owners and relevant user groups.
- compliance with the Equality Act 2010 is essential and the installation of barriers should recognise the needs of the mobility impaired and satisfy them as far as practicable. A non-motorised road user audit, covered in Section 5.8.3, should be carried out. Local relevant disability groups should be consulted.

- the approval of the Countryside Access Team is required where the path is a PROW.
- the condition of the path should be assessed so that any imminently required maintenance works are carried out prior to the installation of any barriers.
- the design criteria should have due regard to the guidance in the Cycling Design Guide, Section 13, which provides good practice advice whether the path is a cycleway or not.

Boundary fences and boundary walls -

Highway boundary fences and boundary walls are assumed to be the responsibility of the adjoining landowner unless there is evidence to the contrary.

Cattle grids -

Cattle grids may also have fences and gates, which could be a highway responsibility.

Where possible, in consultation with adjacent landowners, cattle grids are to be removed to prevent ongoing maintenance liability.

Inspection and maintenance -

The following regimes apply:

- i. Guard rails and barriers –
 - to be inspected annually.
 - defects affecting the structural integrity of the fencing to be made safe within 24 hours with permanent repair as soon as practicable.
 - painting may be carried out as deemed necessary.
 - routine cleaning is only carried out where guardrails are used as chevron markings.
 - inspection should cover mounting height, surface protective treatment and general structural integrity.
- ii. Boundary fences –
 - to be inspected annually where these are the responsibility of the Highway Authority.
 - repairs should be carried out as soon as possible, preferably to a planned programme of works.
 - where a damaged boundary fence that may cause a hazard to highway users is the responsibility of the adjacent landowner, notice may be served under Section 165 of the Highways Act 1980 to inform the landowner of the defect and their duty to repair.

iii. Cattle grids –

- to be inspected annually.
- repairs to be carried out as soon as practicable, preferably to a planned programme of repairs.

The above inspections may be carried out in conjunction with other routine inspections, which are summarised in [Appendix 8](#).

[Appendix 8](#): summarises inspection frequencies.

5.3 Carriageways and Footways

5.3.1 Carriageway patching and minor repairs

Patching and minor repairs will be undertaken to ensure that all highways are maintained in a safe condition and to arrest deterioration to a standard relative to the hierarchy of the road.

Carriageway patching and minor repairs are normally identified through safety or detailed inspections. They may also be identified following notification by the Police or the public. Patching is also carried out prior to surface dressing and other highway treatments.

Patching criterion is based on road hierarchy.

If extensive patching is required in any area consideration will be given to resurfacing or treatment of larger areas. This will be subject to considerations of cost effectiveness, safety and availability of funding.

Reference should be made to the County Council 'County Materials Policy' document and the related 'Preferred methods for patching' document for advice in deciding appropriate maintenance technique.

5.3.2 Carriageway resurfacing, overlay and reconstruction

In areas where patching or surface treatment is not appropriate, resurfacing or overlay will be used to strengthen the carriageway, reduce surface irregularity or to improve skidding resistance.

Resurfacing or full reconstruction of the carriageway will be carried out where it would be uneconomic and/or unacceptably inconvenient to the road user to undertake repeated repairs to the carriageway.

All materials and techniques used in carriageway resurfacing, overlay or reconstruction will comply with the guidance contained within the County Materials Policy document.

Resurfacing or overlay can be carried out as a treatment to restore carriageway condition or as a preventative measure. Intervention at the right time can avoid more expensive reconstruction having to be carried out.

The material used will normally be bituminous. Concrete surfacing materials should not be used without the prior approval of the Service Director (Highways).

Various condition surveys are carried out by the Highway Authority on different sections of the network in order to assess need and prioritise work within the available resources. Further information is available in the Authorities Highway Infrastructure Asset Management Plan which is currently under development.(as at December 2014)

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5.3.3 Carriageway surface treatment

Surface treatment will be carried out to prevent water penetration, arrest surface deterioration and to reduce the likelihood of accidents caused by lack of adequate skidding resistance.

Carriageway surface treatment used is predominantly surface dressing, but may include thin layer surfacing and slurry sealing. The treatment used is carried out according to available resources and on a priority basis.

Where carriageway treatments are necessary, consideration should be given to the effects on the environment of the technique used, particularly the effects of traffic noise in built up areas with surface dressing.

Reference should be made to the County Council 'County Materials Policy' in deciding maintenance treatments.

5.3.4 Coloured surfacing

Red coloured surfacing is permitted for use in conjunction with conventional road signs, markings, physical measures and on designated traffic lanes in line with current criteria.

Coloured surfaces are not considered as signs or road markings and therefore have no legal status. The policy of the County Council is intended to gain safety benefits from the use of coloured surfacing and focus its use to specific situations to prevent a deterioration of its effectiveness and reduce ongoing maintenance costs.

Red coloured surfacing may be used in the following situations:

Bus lanes and bus stops

- i. In association with start and repeater lane markings (diagram 1048). The overall length of coloured surfacing associated with each marking should be no more than the marking length plus 3 metres.
- ii. On a 24-hour bus lane, which has a permanent traffic order, full lane coloured surfacing is permitted.

Cycle lanes

- i. In association with start and repeater lane markings (diagram 1057 And 1058). The overall length of coloured surfacing associated with each marking should be no more than the marking length plus 3 metres.
- ii. Full lane coloured surfacing is permitted on a cycle lane where significant conflict with other vehicular traffic is likely to occur.
- iii. Advance cycle stoplines 'reservoirs'.

Village Gateways

The use of coloured surfacing should comply with Section 2 of the current County Council Traffic Calming Design guide.

Traffic Calming

Use of coloured surfacing on traffic calming schemes; including Safer Routes to School schemes is contained in Section 1 and 3 of the current County Council Traffic Calming Design guide.

Accident reduction

On schemes implemented on the grounds of accident reduction use of red coloured surfacing is permitted in association with signing and road markings for the particular hazard to be identified.

Details on the use of high-skid resistant surfacing are contained in Section 5.3.6.

Further guidance on the use of coloured surfacing on traffic calming schemes is also contained in the County Council Traffic Calming Design Guide document.

Where coloured surfacing is installed in excess of 25 square metres in area, a plan should be forwarded to the Traffic Manager and Highway Assets & Development Team to allow updating of the National Street Gazetteer and highway inventory.

Coloured surfacing materials specifications are contained in the County Council Materials Policy document.

5.3.5 Footway reconstruction

Where complete reconstruction of an existing footway is undertaken, bituminous surfacing materials will normally be used unless the area is environmentally sensitive, for example in a paved town centre or as part of an Environmental Improvement Scheme or similar where such treatment would be inappropriate.

Where footway reconstruction is required due to persistent vehicle over-ride, a heavy-duty bituminous construction should be considered. In environmentally sensitive areas the use of small element paving may be appropriate.

Consideration should also be given to measures aimed at preventing or minimising the over-riding.

This policy is aimed at carrying out work appropriate to the local environment and reducing maintenance costs.

Extending block paving from private accesses into the public highway may exceptionally be permitted provided that due regard is given to the future maintenance liability and the works are undertaken by Nottinghamshire County Council to the current specification. The paving within the highway will become the maintenance responsibility of the highway authority. The householder or property owner must be informed that the paving may be removed in whole or in part if required to accommodate highway or utility works.

On completion of the work, the highway boundary should be clearly defined. This is usually achieved by the use of pre-cast concrete (PCC) edgings.

All footway back edgings are to be installed flush with the adjoining footway, verge or margin unless otherwise approved by the local District Manager.

Crossfall on footways is necessary to provide good drainage, but if too great can cause difficulty to mobility impaired particularly those using wheelchairs.

Recommendations in guidelines vary, but under normal circumstances crossfalls of between 1:40 (2.5%) and 1:60 (1.67%) should be achieved.

Variable crossfalls such as those found when travelling along a footway with numerous vehicle crossings can be awkward for wheelchair users or others with mobility impairment. These circumstances should be considered during footway scheme design.

5.3.6 High Skid Resistance Surfacing

All High Skid Resistance Surfacing will be carried out in accordance with HD 28/04 and HD36/06 and the table contained within.

Buff coloured aggregates are to be used prior to any 'stop' line to act as an alerting mechanism of the facility/hazard. Surfacing placed after the 'stop' line should be dark grey. This is to prevent drivers over-running the 'stop' line.

Similarly, on tight radius bends the buff colour can act as an alerting mechanism to the hazardous road geometry. However on long sweeping bends the alerting effect may be considered unnecessary and dark grey may be more appropriate.

Red coloured High Skid Resistance Surfacing can only be used as part of an accident reduction scheme or Safer Routes to School scheme in line with the guidance contained in the County Council Traffic Calming Design Guide.

Where affected by improvement, maintenance or utility works, High Skid Resistance Surfacing must be replaced as soon as possible.

The County Council's policy and standards relating to skid resistance on the highway network are contained in Section 5.3.10.

5.3.7 Kerb heights

Kerb heights will comply with the specifications given in the MHA Standard Details

5.3.8 Pedestrianisation

The County Council will support the pedestrianisation of main shopping areas where appropriate in urban centres to improve and enhance the shopping environment or where other benefits will be achieved by the removal of vehicular traffic.

District and Borough Councils will be encouraged to contribute to the environmental enhancements offered by schemes.

Pedestrianisation is undertaken to improve the pedestrian environment.

5.3.9 Service strips

Where service strips exist utility companies should be instructed to use them for the placing of apparatus.

The relative location of utility apparatus within the footway or service strip shall be as detailed in NJUG publication “Volume 1: NJUG Guidelines on the positioning and colour coding of underground utilities’ apparatus (Issue3)” dated 2007.

Problems arise where residents use service strips as an extension of their garden for planting, erecting garden fences or the placing of rocks/boulders to deter parking. This is in breach of the terms of the deeds to these properties, which will state that these service strips remain as adopted highway.

The current policy of the County Council is contained within the Highway Design Guide and states that service strips may be soft landscaped using grass or ground cover planting only.

Therefore, residents should be instructed to clear obstructions such as fencing, shrubs, bushes, trees or rocks from service strips.

5.3.10 Skidding resistance (SCRIM) policy

Skidding resistance surveys will be carried out on all A and B Classified roads on a 3-year rolling programme.

Skidding resistance surveys will be carried out on C Classified and Unclassified roads where accident statistics dictate.

The County Council will apply investigatory levels for skidding resistance based on the Design Manual for Roads and Bridges Volume 7 HD28/04, table 4.1.

A third of the A and B classified road network will be surveyed annually on a rolling programme using SCRIM to produce Characteristic SCRIM Coefficient (CSC) values.

The collected SCRIM data will be collated and any lengths of road which fall below the Investigatory Level will be investigated further. This will comprise of a comparison of accident statistics along the road lengths (the information and appropriate data for which will be provided by the County Council's Accident Investigation Unit) together with the costs of any proposed remedial works.

Warning signs shall be erected at sites where the need for treatment to improve skid resistance has been identified following a site investigation.

. A scheme, if deemed necessary should be completed within a reasonable time scale to minimise the risk.

A prioritised programme of remedial works to restore skidding resistance based on a NPV (Net Present Value) will be formulated. NPV equates to the difference between the value of accident savings and the cost of the treatment over the life of the treatment. The works will include surface dressing, high skid resistance surfacing, resurfacing or retexturing techniques. A sheet for calculating NPV can be found in [Appendix 12](#).

5.3.11 Tactile paving

Tactile paving will be provided at all controlled pedestrian crossings.

Uncontrolled pedestrian crossing points shall be provided with tactile paving on all highway schemes and new developments.

Tactile paving in the footway indicates the presence of a crossing facility and is provided particularly to assist visually impaired persons. The layout of the paving shall be in accordance with the current Department for Transport document 'Guidance on the use of tactile paving'.

Differentiation between controlled and uncontrolled crossings is achieved by differences in layout and the use of coloured tactile paving. Red is used for controlled crossings; buff is used for uncontrolled crossings.

Guidance on the provision of tactile paving on cycletracks is contained in the County Council's Cycling Design Guide.

5.3.12 Vehicle crossings

Full charges will be applied for domestic vehicle crossings.

For vehicle crossings associated with commercial enterprises, the full cost of works will be recharged on all occasions.

All new vehicle crossings will be constructed to current standards as determined by the County Council.

New crossings can be constructed by private contractors under a licencing system.

General

Relevant frontagers shall be notified of a planned/programmed highway works scheme as soon as possible and offered the opportunity to apply for a vehicle crossing or an amendment to an existing crossing.

Specifications, materials and workmanship will be in accordance with current County Council standards.

Materials used will be in accordance with the County Council's current Materials Policy.

The footway crossfall for any crossing shall not be steeper than a gradient of 1 in 12, unless forming an acceptable part of the reduced width crossing. As far as is reasonably practicable, surface materials shall be of the same specification and match those used on relevant adjacent parts of the highway. However, consideration may be given to a request by the applicant for different surface materials that match their driveway/access. In such cases, approval may exceptionally be given having due regard to potential future maintenance liability. If the request is granted, the applicant will be required to meet the extra-over costs associated with the differences and must be informed that the paving may be removed in whole or part if required to accommodate highway or utility works.

In relevant cases, a delineation strip may be required to denote the limit of the public highway.

The construction of a vehicular crossings can only be carried out by the Highways Division, by a private contractor who is undertaking highway works under contract to them, or by a private contractor working directly for the frontager subject to the grant of a licence from the Highway Division, the cost of which is outlined in [Appendix 5](#).

Crossings may also be constructed by private contractors as part of a new development with planning consent and under a Section 38,106 or 278 Agreement or under licence.

An applicant may need to obtain planning permission or other approvals.

The standard vehicle crossing

The standard vehicle crossing –

- is 4.57m in length at the channel and comprises 2 no. taper kerbs (type DR1/DL1) and 3 no. dropped kerbs (type BN)
- is 2m in width from the kerb face
- has construction depths suitable for domestic vehicle crossings
- is not made up in whole or part of verge
- does not affect utility company apparatus
- does not affect a bus shelter

Variances from these criteria will usually require additional work, which will usually incur extra-over costs that will be charged to the applicant. Discretion may be applied where the variances are small.

Construction details for domestic vehicular crossings

To protect the existing highway from potential weak spots and the related maintenance cost at public expense all Vehicular Crossings will be of full width and depth construction to the following specifications: -

- for bituminous footways
granular sub-base 150mm
DBM binder course 40mm
DBM surface course 20mm
- for slabbed footways
granular sub-base 150mm
sand bedding 50mm
slab paving 70mm (minimum)
- for block paved footways
granular sub-base 150mm
sand bedding 50mm
block paving 65mm (minimum)

Construction details for commercial vehicular crossings

Specifications for commercial vehicle crossings are given in the County

Council's current "Specification for Roadworks" and in the Standard Detail Drawings.

Drainage considerations

Every effort shall be made to prevent surface water running onto the highway from land that does not form part of the highway. Similarly, every effort shall be made to prevent surface water running from the highway onto adjacent non-highway land unless by specific agreement, licence or notice.

Applicants should be made aware that they may be required to carry out appropriate works at their expense to prevent surface water from running onto or damaging the highway. Any such required works shall be satisfactorily commenced before work takes place on the vehicle crossing, otherwise the application may be refused or rendered invalid.

Utility apparatus, street furniture and street lighting

The Highway Division will obtain details of the nature and position of utility apparatus.

The full costs of any alteration, diversion or protection of utility apparatus necessitated by the construction of a vehicle crossing will be borne by the applicant.

The cost of –

- adjusting the level of any ironwork or other covers
- repositioning a pole carrying a road sign or other street furniture (including street nameplates but excluding bus shelters) will not be charged to the applicant if where that work forms part of a domestic vehicle crossing constructed in conjunction with a highway works scheme.

If a street light requires repositioning prior to the installation of a domestic vehicle crossing, the County Council will meet the full cost of the relocation.

Planning or other permissions

The County Council's Development Control staff should be consulted to ascertain whether there are adverse highway implications associated with the crossing, or for alterations to an existing crossing, if there appears to be visibility or access/road safety problems associated with the proposed works. Vehicle crossings on a classified road may require planning consent from the Local Planning Authority and this should be obtained by the resident prior to applications being considered for any new crossing or alteration to an existing crossing.

There may be special considerations for vehicle crossings within a Conservation Area and these should be discussed by the resident with the Local Planning Authority.

Street nameplates are the responsibility of the District Council and permission to reposition or replace them should be obtained by the resident.

Bus shelters are the responsibility of various owners and the resident should

obtain appropriate permission to reposition or replace them. Consent from the Highway Authority for the construction of a vehicular crossing does not imply or expressly give approval to the construction of a hardstanding, driveway or garaging within the curtilage. In addition to the possibility that planning approval may be required to form an access from the highway, residents may also need to consult the Local Planning Authority regarding works within the curtilage. In the case of rented property, the resident may need to obtain the permission of the property owner and owner occupiers may need to consult their property deeds for specific conditions or covenants.

Charges

If the Highway Authority is chosen to deliver the work:-

The full cost of a domestic vehicle crossing shall be charged to the resident.

VAT shall not be applied to charges made for any works associated with the construction of a new domestic or commercial vehicle crossing.

Where charges are made, no work to construct a vehicle crossing will be commenced until full payment has been received. Non-payment in whole or in part will render the application invalid.

Private Contractors

If a private contractor is appointed by the frontage then that contractor will be responsible for the licence application and payment for such.

Existing vehicular crossings

a) Alterations to existing crossings

The full cost of alterations to an existing crossing shall be charged to the resident.

b) Complaints about, or difficulties with, existing crossings

In cases where existing vehicle crossings are cause for complaint, suitably experienced highways staff shall carry out an appropriate inspection (usually in conjunction with the complainant).

As a guide, the site should be assessed having regard to the following:-

- **Current footway condition** – repairs may be required to bring the footway surfacing to an acceptable or safe standard.
- **Grounding** – this can occur when gradients have been changed due to alterations to levels, which can be caused either by resurfacing on the highway or by a new or altered driveway (see 4 below). It can also occur where the resident has changed their vehicle to one having less clearance – which is not the responsibility of the County Council.

- **Footway cross-fall** – the cross-fall should not exceed a gradient of 1 in 12.
- **Driveway threshold** –the threshold level and gradient of the resident’s driveway where it joins the footway should not form a lip or mound that could lead to vehicles scraping their underside when crossing the footway. The Council will not be responsible for any adverse effects caused by residents changing the gradient or profile of the driveway.
- **Existing kerb or back edging upstand and condition** –there should not be an excessive upstand on kerbs or edgings.
- **Drainage** –action may need to be taken to prevent surface water running either from the highway onto adjacent nonhighway land, or vice-versa.

Where it is found that the crossing is in satisfactory condition and conforms with relevant standards, then no works will be carried out on the highway unless at the resident’s expense.

Where it is found that remedial action is required:-

- those matters agreed as being the responsibility of the highway authority shall be remedied at the County Council’s expense
- those matters brought about by the damage or misuse of the highway by the frontager (or those employed by them) shall be carried out at the frontagers’ expense

Enforcement action

The physical act of driving a vehicle over a footway or verge in a safe and responsible manner is not illegal. Under common law there is a right of access to property and therefore a driver reasonably exercising their right commits no offence in doing so.

Where access to or from premises is made over a footway or verge the Highway Authority may serve notice on the individual under Section 184(1) of the Highways Act 1980 for the purpose of constructing a formal access. This applies providing that the current access is not regarded as a made up crossing under the Highways Act 1980. Generally, the County Council currently chooses to exercise this power where damage to the fabric of the highway is being caused or there is a danger to other users of the highway. Under the 1980 Act, a made up crossing is defined as being a crossing constructed prior to the implementation of the Highways Act 1971 and consisting of, as a minimum, an area of rubble hardcore which is level and in satisfactory condition. Any crossing constructed after the implementation of the 1971 Act without Highway Authority consent will not constitute a formal access. However, the individual may have committed an offence under

Section 131 of the Highways Act 1980 for removing sub-soil from the highway.

The County Council's Legal Section should be consulted where there is any prosecution or intended prosecution in respect of any enforcement action.

[Appendix 6](#) contains the Vehicle Access Application and Process.

5.3.13 Early Life Skidding Resistance

New bituminous carriageway surfacing will be risk assessed at the design stage to determine the actions to be taken to reduce and effectively manage the potential problems associated with early life skidding resistance.

IAN 49/13 supersedes the guidance previously provided in IAN 49/03. These findings have provided the basis for a substantive review of the advice given in IAN 49/03. The actual risks are smaller and different to those envisaged when IAN 49/03 was developed and options for mitigation are limited and would not be cost effective. In light of the findings and advice outlined in IAN 49/13 this policy is withdrawn.

5.4 Emergencies and Adverse Weather Conditions

5.4.1 Emergencies

Nottinghamshire County Council will provide full time emergency contact and response services.

Emergencies can occur on the highway at any time and accordingly procedures and arrangements shall be in place to provide 24/7/365 contact and response facilities.

Major emergency response is covered by the relevant Council's Emergency Plan and in particular the County Council's Emergency Plan. The latter plan names a member of the Highways Division's staff who will be the main contact for the County Council's Emergency Planning Team in the event of a major incident involving the highway. This person will then liaise with other staff to effect the appropriate response.

Other emergencies can involve reports of dangerous defects to the highway, such as road traffic accidents, obstructions, vandalism or the effects of adverse weather conditions.

During normal working hours such incidents will be dealt with by the relevant Area Highways Office and may be contacted on 03005008080.

Duty Officers shall be familiar with emergency procedures and arrangements and shall have the authority to mobilise and deploy resources promptly to deal effectively with the incident.

Incidents or reports of a non-urgent nature - Area Highway Offices will operate an out of hours answering machine service via the main switchboard telephone number. Minor complaints or incidents may be reported on this which will be dealt with the next working day.

There is also the facility to report minor defects or complaints via the Nottinghamshire County Council website at 'www.nottinghamshire.gov.uk'. These will be dealt with during normal office hours.

5.4.2 Emergency road closures and diversions

Where roads are closed in consultation with the Police as the result of an emergency, diversionary routes will be established as soon as possible taking the needs of both through traffic and local communities into account.

Diversion routes should, where possible, be on the same classification of highway.

Roads closed by the Police during an incident should only be re-opened following a safety inspection by the representative of the local District Manager.

5.4.3 Flooding

Highway users will be made aware of flooded roads by appropriate signing and diversion routes will be set up if necessary.

A risk based approach will be taken to both the prioritisation of the investigation of the cause of flooding and also to undertaking any mitigating actions.

This is to enable safe passage to road users.

The guidance contained in the County Council publication 'Management Protocol for Multi-Agency Floods Response' should be followed during major flooding incidents.

Requests for sandbags should be considered in accordance with the procedure laid out in the Nottingham and Nottinghamshire Local Resilience Forum Sand Bag policy, extract contained in [Appendix 21](#)

All costs incurred in deploying sandbags should be recorded for possible recovery under the Bellwin Scheme or other subsidy.

Minor highway flooding should be investigated as soon as possible after being reported and either the cause of flooding addressed or the area closed off or highlighted by the use of warning signs and barriers.

5.4.4 Hazardous materials spillage

Assistance will be provided to the Emergency Services under their direction in the event of spillage of a hazardous material.

Incidents involving the spillage of hazardous materials will be controlled by the Fire and Rescue Service who will appoint an Incident Commander.

The local District Manager should assist as requested in the provision of traffic control and the supply of materials.

Once declared safe by the Incident Commander the spillage may be treated in accordance with Section 5.4.5.

Unknown materials will not be handled until either positively identified or expert advice has been obtained regarding the safe movement of the material and the appropriate level of protective equipment has been obtained.

Any hazardous spillages in the vicinity of trees or shrubs should be reported to Conservation staff.

5.4.5 Hazards on the highway

Hazards on the highway will be made safe either by removal or by erecting warning signs, barriers and lighting.

Reported hazards or obstructions should be investigated as soon as possible and either removed immediately or the area made safe by the erection of warning signs and barriers, in which case the hazard or obstruction should be removed as soon as practicable.

5.4.6 Road traffic accidents

After a road traffic accident, the highway will be made safe for traffic to pass freely as soon as possible in consultation with the emergency services.

Accident and vandalism damage will be repaired according to assessment of need on a priority basis. A full assessment of the damage should be carried out by a competent individual and the appropriate remedial works undertaken.

Action taken should depend on the hazard caused by the damage to highway users.

Efforts should be made to identify those responsible for causing damage and the cost of repair recovered. Repair cost should also include associated administrative charges.

Where these costs cannot be recovered, they should be charged to the unrecoverable costs budget for the appropriate category. Section 5.12.1 provides details of unrecoverable costs procedures.

5.4.7 Severe weather warnings

When severe weather warnings are received appropriate resources will be mobilised in readiness to ensure a prompt and efficient response is achieved.

These warnings may include the threat of flooding, heavy snow or high winds.

The guidance contained in the County Council publications 'Management Protocol for Multi-Agency Floods Response' or the 'Winter Maintenance Plan' should be followed as appropriate.

5.4.8 Winter maintenance

Nottinghamshire County Councils overall Winter Plan is available on the public website along with the current gritting routes

Highway policies and procedures relating to the winter maintenance service are contained within the County Council 'Winter Service Operational Plan'. This document is reviewed annually to take into account of changes in policies, gritting routes and practices.

Part 2 of the Plan, which contains the relevant policies, is found at [Appendix 13](#) herewith.

Section 41(1) of the Highways Act 1980 (added by virtue of Section 111 of the Railways and Transport Safety Act 2003) places a duty of care upon Highway Authorities "to ensure, as far as reasonably practicable, that safe passage along a highway is not endangered by snow or ice". In addition, Section 150 of the Highways Act 1980 states that it is a duty to remove accumulations of snow from the highway.

Priorities for treating roads throughout the County have been established in accordance with the road hierarchy and other factors, and are summarised as follows:

Priority 1 – Strategic and main distributor routes.

Priority 2 – Most secondary distributors.

Priority 3 – Remainder of the road network.

Priorities for treating footpaths and cycleways have also been established and are defined in the Plan.

In order to minimise adverse effects on the environment, the amount of salt spread on the highway will be the minimum possible consistent with achieving adequate results in response to weather forecasts or apparent conditions. Wherever possible, salt heaps or bins will not be placed next to trees or hedges or within a distance equal to the height of the tree or hedge. Wherever possible consistent with safety, salt will not be spread immediately adjacent to the base of a tree. These measures are intended to reduce the pollution effects of salt on the environment and avoid the loss of trees and hedges due to the application of salt.

Given the scale of financial and other resources involved in delivering the Winter Service, including difficulties in maintaining high levels of plant and equipment, it is not practically possible to provide the service to all parts of the public highway at all times, nor to ensure that running surfaces are kept free of snow or ice at all times even on treated parts of the network.

Details of the salted routes are available on the County Council's website at www.nottinghamshire.gov.uk

5.5 Public Transport

5.5.1 Bus stops and boarders

Bus boarder kerbs will be provided at all bus stop locations where highway works are to be carried out.

These works are to include any kerbing, footway resurfacing or carriageway resurfacing or reconstruction.

This is subject to the following:

- i. Passenger Transport Group to confirm that the bus stop is in use and at its preferred location.
- ii. Consideration is given to any special circumstances such as differences in levels, lack of kerbing in the area, edgings being present or poor adjacent footway condition.
- iii. Passenger Transport Group must be informed on each occasion a bus boarder is installed to enable inventory update.

The layout of the bus boarder is contained in the MHA Standard Detail.

Requests for these features from Parish Councils or individuals should be referred to the County Council Passenger Transport Group for consideration.

Passenger Transport Group should also be consulted where there is no footway leading to a bus stop in rural areas prior to the installation of bus boarder kerbs.

Reference should be made to the 6Cs Design Guide for provision requirements on new developments.

The Traffic Calming Design Guide provides guidance on the provision of footway build-outs in conjunction with bus stops.

A minimum distance of 500mm should be provided between any bus stop pole and the carriageway kerb face. Bus stop flags should be a minimum height of 2.1m above footway level or 2.3m high on a combined or segregated cycletrack.

The locations of bus stops are decided by the relevant bus operators. The local District Manager may comment on safety grounds on proposed bus stop locations.

Section 5.6.4 provides details of road markings relevant to bus stops.

5.5.2 Bus lay-bys

Bus stop lay-bys shall not normally be permitted.

On carriageway stops will be the accepted standard. However, if an online bus stop causes severe impacts on safety or traffic problems, particularly in rural areas, then consideration will be given to the provision of a lay-by. This should be done in consultation with the Passenger Transport Group and bus operators.

Consultation should also be made with Passenger Transport Group where any highway works occur which involve a bus lay-by location to ascertain that it is still required or whether closure should be considered.

5.5.3 Bus shelters

The strategy for improving bus stops and bus shelters is included in the Bus and Information Strategy 2006, which includes standards and performance targets for making improvements. Mori surveys show that Nottinghamshire is regarded as one of the best performing shire counties in this area of service provision.

Currently there are 5,183 bus stops in the County, 1,563 have bus shelters, of which 585 shelters are the property of Clear Channel (formerly Adshel). These shelters were installed, at agreed sites, as part of the Bus Shelter Advertising Contract awarded in June 2000. The contract will run for a period of 25 years, ending in 2025. As part of the Contract, after the 15th anniversary, the Council has the option to negotiate replacement shelters with Clear Channel where existing shelters are in poor condition.

All Advertising shelters installed as part of this contract require planning permission from the relevant District / Borough Council.

The Government and the County Council recognise that bus services will be the main mode for encouraging people to move away from the private car, providing access to work, training, health, leisure and shopping. To achieve this we need to ensure that services, stops and shelters are appropriate and of high standards to meet these needs.

The County Council, working in partnership with Bus Operators, Local Members, District and Parish / Town Council's, is committed to raising the quality and profile of bus travel for current and potential users and ensuring this is matched with high quality bus stops and bus shelters. As a minimum, this means stops will eventually include the following features:-

- A bus stop pole complete with flag and timetable case(s)
(see Sections 4 and 6)
- A raised kerb

The majority of raised kerbs will have a 3m raised boarding area to give sufficient room for wheelchair / buggy access. As a general rule all kerbs are raised to a height of 180mm, giving direct access to the bus.

- A hard standing area

The hard stand will be constructed using whatever material is common to the surrounding footway. If laid directly onto a grass verge, the surface will be tarmac. The size of the hard stand will depend on whether it is required for a shelter or bus stop pole and pedestrian flows. A hard stand for a shelter site will measure 4m in length by 2m in width, note that the width may be more where we require a wooden shelter. A pole site will measure 2m by 2m.

- A Bus Stop Clearway

Persistent parking adjacent to bus stops frequently causes problems

for bus operators and passengers. A programme of bus stop clearways will be introduced in urban areas during 2009 -11 as part of the Bus Quality Partnerships and at other locations highlighted by bus operators as problem sites which delay the operation of their services.

In some situations it is not possible to install hard stands and raised kerbs, for example, in some rural areas where there is no footway between private frontages and the carriageway. Also where land required is not deemed highway and we are not able to get permission to install a stop.

The County Council is committed to installing new and upgraded bus stops and bus shelters, but recognises this can often lead to local concerns from residents directly affected. In order to alleviate some of these concerns we will:-

- Site stops and shelters away from the immediate frontages of residential properties where possible
- Seek to ensure a safe, comfortable waiting environment
- Keep street clutter to a minimum. Where a shelter is provided a separate pole will not be installed unless it is absolutely necessary and extra space for timetables is required.
- Respect the environment in ensuring that “bespoke” shelters and poles are installed in conservation areas, and outside listed buildings, in consultation with local officers
- Work with Local Members, Local Bus Operators, District, Town and Parish councils in agreeing locations and determining the level of infrastructure required
- Endeavour to provide maximum protection from the elements, where possible, when shelters are installed
- Inform residents adjacent to a new stop of the proposals
- Ensure the majority of sites (where possible) are fully accessible including the installation of raised kerbs and hard standing areas
- Regularly clean and maintain bus infrastructure which is in our ownership.
- Maintain a bus stop / bus shelter request list and keep people updated of the process which will depend on funding availability.
- Listen where there are concerns over anti-social behaviour and seek the best preventative methods to resolve any problems, in line with our policy.

Procedure for providing New Stops or reviewing existing Stops

Requests for new stops or the review of existing stops can be identified in a number of ways. Through Bus Quality Partnerships (BQP), area infrastructure “upgrade” programmes identified through the Local Transport Plan and bus stop / shelter requests received from the public, Local Member, District Member, Parish or Town Council and Local Bus Operators.

Bus Stop Poles

Initially, all requests for new stops will be assessed for patronage, and the location agreed with the local Bus Operator. Full details of the location will

then be sent to the local District Manager for their recommendation as to the siting and suitability of the proposed location. Once the final location has been agreed with all three parties, a site visit involving the local District Manager and Public Transport Development Officer will then take place to physically identify the stop (i.e. to mark the ground with luminous paint) in advance of any installation taking place. If during the review process a stop is deemed unsafe it will either be removed or a safe alternative found.

For a new stop, or existing stop where a new pole is not a like for like replacement, once the location has been agreed residents in the vicinity will be advised of the proposal. This is defined as the properties directly behind the stop, to either side of the stop and directly facing it. In the case of a request, residents will receive two letters, the first advising them of the request and the second confirming the course of action. Copies of the first letter will also be sent to Local Members, District / Borough and where appropriate Parish / Town Councils. It is important to note that these letters are advisory only and not consultation letters. The County Council, as the Highway Authority, is not obliged to consult in order to install bus stops or bus shelters.

Where the stop is part of a BQP, and no request has been made, residents will only receive one letter confirming the course of action.

Where a stop does not directly front a property and there are no other properties in the immediate vicinity, we will continue to advise Local Members, District and Parish Councils of our intended course of action.

A new bus stop pole will usually be installed within six to eight weeks from the date of the second letter unless there is a requirement for a hard stand and/or raised kerb in which case the process may take up to twelve weeks.

Where there are a number of new stops to be installed as part of a BQP or corridor / area upgrade programme, an audit of the stops involving the local District Manager, the Public Transport Development Officer, and the primary local bus operator will take place. On these occasions, the bus operator will be asked to provide a vehicle to travel the route in order to properly identify any highway management or general issues.

If a request is received to relocate a bus stop pole already in existence, this will normally only be considered if the request is received from the local bus operator or there are new highway safety implications identified.

A bus stop pole will not be removed, unless it is deemed redundant following a bus route or service changes or there are highway management issues identified by the local District Manager.

Lighting is not normally provided for bus stop poles, however, where there are fear of crime issues, consideration will be given to background lighting particularly where this can be provided through solar energy.

Bus Shelters

All bus shelters are owned and maintained by the County Council unless they are owned and maintained by District / Borough Council.

All requests for new bus shelters will be assessed for highway safety and the process will be the same as that for bus stop poles. A request for a bus shelter will be considered if patronage exceeds more than two boarding passengers per journey in urban areas on a frequent service i.e. a bus every 10 minutes, and in rural areas with a less frequent service, patronage exceeds more than one boarding passenger per journey. The number of passengers using the bus stops will be determined by ticket machine and survey information. If a stop serves alighting passengers only, requests will not be considered. Installations will be prioritised in relation to the funding available and no guarantee can be given to provide a bus shelter even if the criteria is met. Private funding will be considered where we would normally provide a shelter if the budget was available and the request meets with our policy.

Depending upon the width of the footway, we will seek to install, as a minimum, a cantilever shelter, comprising roof and back panels with a bench style seat for extra passenger comfort, flag pole with flag and a timetable case(s). If the footway is wide enough, a fully enclosed shelter will be installed which offers maximum protection against the elements and this will include full end panels and where appropriate, front panels.

Occasionally requests are received to provide a lay-by facility. Lay-bys are not generally well received by bus operators as they tend to increase journey times. Requests for lay-bys will therefore only be considered with the full support of the bus operator and Highways Division. It should be noted that current highway policy is a presumption against lay-by provision unless the on-line bus stop impacts severely on safety or congestion.

Adverts or fly posters on any County Council owned infrastructure will not be considered without our prior agreement, and in any case exceptions will only be granted where a poster forms part of a bus promotion organised by the County Council or local Bus Operator. As part of the Bus Shelter Advertising contract, Clear Channel has agreed to the Council having access to one advertising panel per Authority ward.

Legislation

The County Council has no legal obligation to consult local people to install bus stops and bus shelters on the highway. It is however considered good practice to inform adjacent residents of proposals for bus stop infrastructure. A number of highway management issues have to be considered prior to a stop / shelter being installed. For example the relationship of the stop to a junction, pedestrian access around the stop and consideration of visibility where there are access points. A number of other issues to consider are:-

- A minimum of 1.5m clear passage either behind or in front of the stop, this is to allow for wheelchair / buggy access.
- A stop sited at the front of the footway must be positioned at least

- 0.5m away from the kerb edge to avoid collision with bus mirrors.
- If a stop is sited to the rear of the footway, consideration will be given to what lies behind it, for example a hedge that will need to be accessed for maintenance and as a general rule a gap of 0.5m will be maintained.
 - All stops / shelters will conform to DDA standards in relation to accessibility, site, seat, and position of timetable case.
 - A minimum of 2.1m height clearance for a bus stop flag / shelter roof on footways or a minimum of 2.3m on combined or segregated cycleways
 - All stops, where it is physically possible to do so, will have a raised kerb. The majority of these will be installed by 2011.
 - Where the road is designated a “clearway”, buses stopping at a bus stop are exempt from clearway legislation if the area is bordered by a traffic sign.

The above issues have a bearing on how we identify the most appropriate location. In some locations, typically in more dense rural areas, it is not possible to adhere to legislation and in these circumstances we are unable to install bus infrastructure.

Dealing with Complaints

The siting of bus stop poles and shelters is a sensitive issue, especially the provision of new stops and in the event of a complaint the following policy will be followed:-

- If the stop is new, upgraded or previously in existence (for example the flag was previously attached to a lighting column) and the complaint refers to visual disturbance it will not be removed other than in exceptional circumstances.
- Where a complaint refers to a highway safety issue, not previously addressed in the audit, the local District Manager will be asked to provide further comments. Where the complaint is upheld the stop will be removed / relocated to a more appropriate location as advised by the local District Manager. Where the complaint is not upheld the stop will remain and the complainant advised accordingly with the right of address through the County Council's Corporate Complaints procedure should they wish to pursue the matter.
- Where a complaint refers to anti social behaviour, we will contact the local police for further evidence from incident reports where these exist. This will enable us to make a judgment on whether the problem is perceived or actually exists. It is difficult to take any preventative action where only a bus stop pole exists, however complaints of anti social behaviour at these sites are rare. Where a shelter is in existence, we will not consider removing the shelter other than in exceptional circumstances, it may instead be modified with the removal of the seating and end panels (where appropriate) making it a less attractive environment for anti social behaviour, but still providing some protection for bus users. In cases where this course of action does not result in any improvement, then we may seek to install CCTV, and will work with the police, relevant District / Borough Anti

Social Behaviour Officer, Community Wardens and other agencies to find a resolution.

- If a request is received to remove a shelter installed as part of the Advertising Contract, this will be referred directly to Clear Channel for their recommended course of action as owners of the infrastructure in this instance.

- The County Council is committed to providing high quality bus stops and shelters for bus users and will honour this commitment, to the extent that unless there are highway management issues that are identified and agreed with the local District Manager, other environmental constraints identified, or the stop is no longer on a bus route therefore deeming the site redundant, then bus stops and/or bus shelters will not be removed, other than in exceptional circumstances.

Cleaning and Maintenance

Under the Guidelines contained within the Service Level Agreement all shelters / stops installed as part of a Bus Quality Partnership (BQP) will be cleaned and maintained fortnightly. All remaining County Council owned infrastructure will be cleaned and maintained monthly.

Infrastructure Design

All bus stops and bus shelters procured by the County Council will be a mix of glazed shelters powder coated in black, timber bus shelters and silver, green or black bus stop poles, suitable for most urban, rural and conservation areas respectively. All bus stops and bus shelters will conform to DDA standards and glazed shelters will be glazed with polycarbonate to reduce the impact of vandalism. In areas of conservation we will work with the County and District Conservation Officers and English Heritage (where appropriate) to agree a bespoke design where it can be demonstrated that our standard products would have a detrimental impact on the surroundings.

New Developments

Under Section 106 Agreements, developers will be required to provide new bus stops and bus shelters as part of the planning condition. This can refer to either the upgrade of existing infrastructure or the provision of brand new facilities. The level of funding is dependent upon agreement by the relevant budget holder in these instances. For major developments the County Council will seek the provision of a package of high quality bus stops, shelters and services.

In the case of a new development, the County Council is normally consulted and invited to meet developers to discuss requirements. In all instances we will seek to negotiate the best possible location with minimum visual impact. We will endeavour to ensure that any agreement to the provision and positioning of new bus stops and bus shelters is done in consultation and with minimum inconvenience. If the land does not become adopted highway then the terms and conditions relating to the installation of bus infrastructure, will need the prior agreement of the land owner.

[Appendix 9](#) is a summary of dimensions for inclusive mobility.

5.5.4 Bus lanes and bus priority

Bus lanes and traffic signal priority measures will be considered at suitable locations to improve bus services.

The use of bus lanes by motorcycles (or other vehicles) will only be considered where there is sufficient road width to allow for a minimum bus lane width of 4.0m and other safety issues are satisfied.

Commitment to maintaining and enhancing the quality and reliability of the bus network is fundamental to the local transport strategy and central to public transport provision for delivering reduced congestion on the highway network. Bus lanes or “bus plugs” etc. can improve the reliability and effectiveness of bus services by giving priority to buses over other vehicles on congested parts of the road network.

Pedal cycles will normally be allowed to use bus lanes for safety reasons. However, use by motorcyclists (or other powered two-wheelers) or other vehicles at any specific location should only be allowed after appropriate risk assessments, undertaken by the AIU, have been carried out to mitigate foreseeable and avoidable risks. Traffic Advisory Leaflet 2/07 “The use of bus lanes by motorcycles” contains guidelines for factors that may be considered in the risk assessments.

Additionally, cross-boundary consistency for the use of bus lanes is particularly important and appropriate consultation with the relevant highway authority should take place.

5.6 Road Marking and Studs

5.6.1 Advanced stop lines for cyclists

Sites considered for the installation of advanced stop lines for cyclists will be assessed for their suitability based on traffic flows and expected usage in line with current guidance.

Requests for advanced stop lines for cyclists should be referred to Transport Planning and Programme Development Team.

ASLs are to be installed as detailed in Diagram 1001.2 and designed in accordance with TA 5/96 'Further development of advanced stop lines'. They should include a single signal head and coloured reservoir area.

This coloured surfacing is to be red unless specifically approved by the Service Director Highways.

Consideration will also be given to converting existing ASLs of differing layouts to the new standard to ensure consistency throughout the County.

References to diagram numbers relate to the Traffic Signs Regulations and General Directions 2002.

5.6.2 Carriageway markings and studs

Road markings will be applied in accordance with the requirements and guidance set out in the Traffic Signs Regulations and General Directions 2002.

A risk based approach will be taken to the maintenance of carriageway markings and studs.

Every attempt will be made to minimise the environmental intrusion caused by carriageway markings in conservation areas.

Road Markings: Carriageway markings are provided to convey information and requirements to highway users regarding restrictions and directions in order to encourage safety and aid traffic flow. Normally no markings will be provided on roads with a carriageway width of less than 5.5 metres.

The replacement of lining after resurfacing works should be carried out in the following order of priority:

1. Stop lines, zebra crossings and signal controlled crossings (Mandatory)
2. Junction markings (Mandatory)
3. Double line systems (Mandatory)
4. Hazard centre lines
5. Centre lines and edge of carriageway markings
6. Yellow lines

The time from completion of surfacing to the replacement of markings should not exceed the following periods.

Road type	Time from resurfacing to replacement of marking.	
	Mandatory Marking	Non-Mandatory Marking (Including Yellow lining)
Principal	1 Week	2 Weeks
B and C	1 Week	3 Weeks
Unclassified	1 Week	4 Weeks

Double line systems: Double white centre lines will only be laid where the minimum carriageway width is 6.1 metres. At hazardous locations and where road width permits, the solid lines may be separated to a maximum of 1.2 metres with hatched markings between.

Give way markings: Give way markings will be laid on any road if recommended following an accident study. 'Give way' triangle markings to diagram 1023 will be laid in conjunction with give way signs to diagram 602 on the approach to strategic and distributor roads and at other locations where their use is recommended following an accident study or road safety audit. No new 3 or 4 way give way junctions will be introduced.

Road studs: The minimum width of carriageway for road stud installation is 5.5 metres. The choice of type of road stud used will be dependent on the location.

[Appendix 8](#) summarises inspection frequencies.

5.6.3 H-bar markings

H bar markings may be installed at the County Council's discretion subject to current conditions.

H bar markings are used to deter obstruction by other vehicles of an existing driveway access.

Approvals to install markings will be made by the local District Manager subject to the following conditions:

- i. There must be evidence that the resident experiences access problems on a regular basis.
- ii. The resident must require immediate access by day or night. Proof of this should be requested in writing.
- iii. If the occupant does not possess a vehicle, but requires the services of an Ambulance on a frequent and regular basis, then markings may be considered.
- iv. If formal waiting restrictions already apply then these take precedence and a marking should not be provided.
- v. Residents should be informed that markings are not enforceable.
- vi. Where markings are approved they are limited to one per household.
- vii. Markings will only be placed where a formal dropped crossing already exists.
- viii. Markings will only be placed outside the requested property, not on the opposite side of the road.

H-bar markings should conform to Diagram 1026.1 of the Traffic Signs Regulations and General Directions 2002.

Section 5.12.6 details current County Council policy on charging for services. [Appendix 5](#) details all current charges.

5.6.4 Other carriageway markings

Other carriageway markings will be permitted providing current Department for Transport (DfT) and County Council criteria are met.

Examples of other permitted carriageway markings are as follows:

- At appropriate sites the word 'SLOW' to diagram 1024 will be used as an accident prevention measure and in conjunction with the relevant warning sign indicating the particular hazard.
- Yellow bar markings will be provided at exits or approaches to roundabouts on high-speed dual carriageways in accordance with current DfT regulations and advice. Use on other roads is described in the County Council Traffic Calming Design Guide.
- School entrance markings to diagram 1027.1 will be provided outside all school entrances used by pupils unless inappropriate to do so.
- Box junction markings to diagram 1044 will be used only at junctions where persistent congestion occurs causing delays to other traffic movements.
- Lane arrows, route numbers or destinations to diagram 1035, 1036, 1037, 1038 or 1039 will be used where it is desirable to advise on lane discipline in order to achieve optimum utilisation and flexibility in the use of road space.
- Warning messages such as 'KEEP CLEAR' (diagram 1026) shall be used only in exceptional circumstances to prevent a queue of vehicles blocking the path to an essential access such as fire or ambulance stations. They must not be used to prevent parking across private accesses (see section 5.6.3).
- Bus stop markings to diagram 1025 will be provided where necessary in urban areas in consultation with the Passenger Transport Group at particular locations where indiscriminate use of the carriageway for loading or waiting causes problems for bus operation. The use of these markings creates a clearway, however the implementation of a Traffic Regulation Order is not required to enforce this. The laying of red coloured surfacing infill to these markings should not be carried out unless as part of a permanent bus lane.
- Road markings for cyclists to diagram 1057 and 1058 will be provided where a cycle track or segregated cycle track and footway is provided.

References to diagram numbers relate to the Traffic Signs Regulations and General Directions 2002.

5.6.5 Footway Markings

Footway markings may be installed at the County Council's discretion subject to relevant conditions and shall require the specific approval of the local District Manager.

Footway markings, where provided, shall be maintainable at the expense of the provider/promoter, as required by the County Council, in a fit state to ensure that they provide clear visible guidance to footway users at all times.

Footway markings will not be permitted in environmentally sensitive areas unless suitable measures have been taken to minimise environmental intrusion.

Generally, footways will not have markings unless they are provided to convey information to the user or provide directions in order to encourage safety and aid pedestrian movements. In conservation areas, or where materials other than thermoplastic on bituminous surfacing are proposed, the specific approval must be obtained from the local District Manager who may permit the use of appropriate modular paving.

The specific approval of the local District Manager shall include –

- 1 - details of the layout, style and type of materials to be used
- 2 - any specific requirements concerning timing or methods of working
- 3 - details of the contractors permitted to undertake the work (details of method of payment shall be included as appropriate)
- 4 - fees due from the promoter for investigation, design approval, arrangement and supervision of works
- 5 - requirement for the promoter to indemnify the County Council against any claims whatsoever arising from the implementation, presence or maintenance of the markings
- 6 - the markings to be removed and made good at the expense of the promoter should the requirement for them cease

Examples of locations where footway markings could be applied are –

- core paths
- routes of historic importance or tourist routes
- privacy zones (e.g. outside ATM's)
- safety or warning messages

Certain footway markings are shown in the Nottinghamshire County Council's Environment Standard Details (ESD 5/34 & 5/35 relate to privacy zones at ATM's).

5.7 Signs and Street Furniture

5.7.1 Bollards

Non-illuminated bollards shall be erected to a minimum height of 1.0 metre and be of a contrasting colour to their surroundings.

Bollards or other street furniture (such as barriers etc.) may be provided specifically for the protection of premises following approval by the local District Manager

The use of automated collapsing bollards will only be permitted on the highway under exceptional circumstances following the approval of the Service Director Highways.

Siting and specification of bollards will conform to all current County Council standards. This is to avoid the creation of a hazard and to ensure that their presence is noticed by the mobility impaired and other highway users.

A commuted sum for future maintenance of automated collapsing bollards will be required. A specialist company shall be appointed who will be required to provide a 24/7/365 emergency call-out system with on-site attendance within 4 hours.

Bollards specifically provided for the protection of premises will be installed at the applicant/promoter's expense, which shall involve all associated relevant costs including supervision etc. Where special or sponsored bollards, or other street furniture are installed, the applicant/promoter shall be responsible for the costs of future maintenance, otherwise in the event of damage replacement will be of standard style and quality.

Reflective material must be incorporated on bollards erected in or immediately adjacent to the carriageway, for example on traffic calming chicanes, build-outs or refuges.

Provision of bollards –

When considering the provision of bollards on footways, the following criteria and guidance should be used:-

- bollards should not be installed where access by emergency service vehicles to nearby premises is materially compromised. This is particularly relevant for some "court" layouts where the path could form the primary source of access for emergency services.
- bollards should only be installed where there is a proven accident problem or a history of relevant problems known to the Police or a history of damage to the highway.

- compliance with the Equality Act 2010 is essential and the installation of bollards should recognise the needs of the mobility impaired and satisfy them as far as practicable. A non-motorised road user audit, covered in Section 5.8.3, should be carried out. Local relevant disability groups should be consulted.
- the approval of the Countryside Access Team is required where the path is a PROW.
- the condition of the path should be assessed so that any imminently required maintenance works are carried out prior to the installation of any bollard.
- the design criteria should have due regard to the guidance in the Cycling Design Guide, Section 13, which provides good practice advice whether the path is a cycleway or not.

Details relating to illuminated bollards are contained in the County Council 'Street Lighting Guide/Code of Practice' document.

[Appendix 9](#) provides a summary of highway dimensions for inclusive mobility.

5.7.2 Demountable traffic sign posts and street furniture

The use of specialist foundations for the installation of demountable traffic signs, signal heads and street furniture will be permitted for new or replacement items on defined abnormal load routes where these features cannot be removed or repositioned.

These foundations will also be permitted for features which are subject to regular damage and which cannot be removed or repositioned.

5.7.3 General signing

Road signs will be provided and installed in accordance with the requirements and guidance set out in the Traffic Signs Regulations and General Directions 2002.

Non-mandatory road signs and street furniture containing an element of signing such as keep left bollards and reflective marker posts will be provided where investigations have shown that road safety benefits would result. Signs connected with Police initiatives and erected by them will generally be allowed.

All signs will be maintained to ensure that the information on them is easily read by road users.

Warning signs will be used to provide drivers with advance information of hazards on the highway.

Sympathetic consideration will be given to requests from Parish Councils to erect signs at their expense on or near footpaths or bridleways to warn of miscellaneous dangers such as 'deep quarry' or to provide information such as a public notice board.

Care will be taken in the positioning, design size and mounting of signs to ensure that their safety and environmental impact is kept to a minimum consistent with road safety and traffic management needs.

New signs will only be provided where absolutely necessary and any redundant signs and posts will be promptly removed.

Concealed access signs: Signs warning of a concealed access will only be provided in exceptional circumstances. It must be demonstrated that there is a high volume of emerging traffic from the premises which creates a persistent and significant hazard to other highway users.

The erection of these signs must have approval of the Department for Transport (DfT) and is subject to agreement by the applicant to meet the costs of erection including a commuted sum for maintenance.

Prior to seeking the approval of the DfT for the erection of a sign the submission must also have the approval of the local District Manager.

Boundary signs: County boundary signs will be provided on strategic routes, main distributor roads and on other roads as appropriate. Town signs, which may incorporate the name of the District Council and/or a twin town name, will be allowed at urban area boundaries only.

Village nameplates will be provided by the County Council on the entry to the built-up area of the village or adjacent to speed restriction signs if appropriate to aid in reducing vehicle speeds.

Signs displaying the name of a twin town or village will be permitted. They must be an integral part of the village or town nameplate and will be provided only at the cost of the applicant.

Signs displaying 'Please drive carefully/slowly' or 'Thank you for driving carefully' may be incorporated into village nameplates at the request of the Parish Council and at their expense. No other form of permanent supplementary plate or sign will be permitted.

Further details regarding the provision of village nameplates are contained in the County Council guidance note 'Village Gateways'.

District, Parish or Town Councils may have boundary signs erected at their expense subject to approval by the local District Manager.

Direction signs: Direction signs on the highway will be provided in accordance with current Department for Transport (DfT) and County Council standards and policies.

Signs will be provided to important traffic destinations. These are defined as:

- i. primary destinations as defined by the DfT.
- ii. large towns.
- iii. villages and hamlets exceeding ten dwellings in rural areas.
- iv. public buildings or destinations attracting in excess of 100 persons daily on a permanent basis, the majority of which will arrive by private vehicle and be unfamiliar with the highway network.
- v. public amenity and industrial/business areas.

Signing will be provided to important traffic destinations along main roads to ensure that drivers unfamiliar with the highway network have consistent information when travelling within or through the County.

Destinations will generally only be signed from the nearest strategic route or distributor road.

In order to encourage drivers to use strategic routes and main distributor roads, direction signs will direct all traffic along these routes. Existing signs on other routes will only be renewed where they are to local destinations not accessible from main or distributor roads or where they are finger post type signs to local destinations.

Traditional finger post type signs will be maintained and repaired when necessary.

Direction signs to local centres in urban areas will generally not be provided.

The provision of new signs will take into account existing signs on site and where excess clutter or confusion would result from the addition of a further sign, consideration will be given to the replacement of the entire assembly.

To enable drivers to appreciate complicated junction layouts, map type signs may be used.

The provision of signs to tourist and other commercial destinations should comply with the current County Council policy on tourism signing as detailed in section 5.7.10.

Ice warning signs: Ice warning signs will be considered where icy conditions have been a significant factor in 3 or more reported injury accidents within a 500 metre length over a 3 year period.

This figure may be reduced to 2 injury accidents if a site is identified based on the local District Managers knowledge and is supported by the Accident Investigation Unit.

In all cases a site inspection must identify that the signs are an appropriate remedial measure. Funds should be allocated from the local safety schemes budget.

However, where the above criteria are not met, the local District Manager may erect the signs funded from their own signs budget.

These circumstances may be:

- approaches/exits from fords.
- repeated damage to property following non-injury traffic accidents.
- areas of standing water in the carriageway due to drainage problems.

In all cases, the signs should be in accordance with the current regulations (see [Appendix 1](#))

The sign must incorporate a flap to allow the sign to be covered outside the winter period. These signs may be used on any length of road irrespective of whether it is located on a salted route.

Local radio information signs: On strategic routes, local radio information signs that display wavelengths will be permitted if the following criteria are met by the stations broadcasts:

- i. the traffic information is relevant to the area within which the signs are located.
- ii. the station will interrupt programmes to issue information.

The radio stations performance will be monitored and the signs removed if these conditions are not met.

Neighbourhood Watch and No Cold Calling signs: Neighbourhood Watch or No Cold Calling signs will only be permitted on street lighting columns which are in good condition and where they present no safety risk to the travelling public.

A sign must not be greater than 0.3 square metres in area and the street lighting column is to have no other existing attachments (i.e. no more than one sign at any one time). Further guidance on attachments to lighting columns is given in the NCC publication 'Street lighting guide/code of practice'.

The local District Manager must approve the position of the signs, which may only be erected by this Authority.

Neighbourhood Watch signs remain the property and maintenance responsibility of the Police, District Council or local neighbourhood watch group. The costs of erecting Neighbourhood Watch signs will be paid for by the Police or the District Council.

No Cold Calling Signs remain the property of the County Council. The costs of provision, erection/removal and maintenance will be paid for by the County Council's Trading Standards Section.

Pedestrian signs: Pedestrian signs will be provided as follows:

- i. to indicate destinations not directly accessible by vehicle from the highway network.
- ii. where a destination has been signed from the nearest car park due to lack of parking facilities at the destination.
- iii. to indicate places or facilities within town centres that are dependent on the use of town centre car parks.

The number of signs and locations will be related to the size and number of visitors generated in relation to other signed pedestrian destinations and will incorporate signing on the pedestrian network.

Such signs may frequently share posts and other sign types with other local destinations defined by the local District, Borough, Town or Parish Council. In such circumstances, cost sharing may be appropriate.

Uneven road signs: Uneven road signs will only be used where the undulating surface of a road is considered a serious hazard to road users.

These signs are intended to be a short-term solution pending permanent repairs. The decision to erect these signs should be made by the local District Manager.

All signage will be in accordance with the most current regulations (see [Appendix 1](#))

5.7.4 Maintenance of street furniture

Street furniture will be maintained in a safe condition and in a manner appropriate to its use and location.

This is to protect the travelling public and maintain the assets of the County Council.

Street furniture, except that constructed from aluminium or stainless steel, will be painted as required.

Street furniture constructed from steel or other approved material is preferable to aluminium or stainless steel to reduce the possibility of theft or vandalism.

Items such as litter bins, CCTV masts and seating are usually the maintenance responsibility of the local District or Borough Council.

5.7.5 New highway signs

New traffic signs will normally only be provided where absolutely necessary and under the following circumstances:

- i. where specifically recommended after an accident study.**
- ii. in conjunction with improvements or alterations to the road network.**
- iii. where existing signs are misleading and there is evidence of causing confusion to motorists.**
- iv. where the alterations to signing would be a positive benefit to commerce, industry or tourism.**

When providing new signs, consideration will be given to –

- i. combining or making use of existing supports or street furniture including lighting columns**
- ii. the removal of any redundant signs in the vicinity**

Signs are provided to convey information to highway users, encourage highway safety and to assist in traffic flows. This policy is aimed at reducing the intrusive nature of such signs on the environment.

New signs of area greater than 0.3 square metres must not be attached to street lighting columns. Further guidance on attachments to lighting columns is given in the NCC publication 'Street lighting guide/code of practice'.

No signs should be attached to traffic signal posts.

All new permanent highway signs less than 2 square metres in area shall be manufactured in HP200 coated steel substrate. Above this size, signs shall be manufactured from aluminium sheet.

Temporary signing may be constructed from any material suitable for the purpose.

In siting new signs, consideration should be given to the proximity of vegetation that is likely to grow and lead to problems with sign visibility and require ongoing maintenance.

The policies regarding the general provision of signing are contained in section 5.7.3.

5.7.6 Sign backing boards

Yellow coloured backing boards shall only be used on schemes or sites approved by the Accident Investigation Unit. These sites will generally be where a positive rate of return on accident savings can be justified or at recognised problem sites.

Grey coloured backing boards may be used at the local District Managers discretion after consideration of the advantages and maintenance implications.

Light Green coloured backing boards shall only be used on the entrance signing to a School Zone as part of Safe Routes to School Scheme.

The County Council will consult with the local Planning Authority before yellow or light green coloured backing boards are used in conservation or similar areas.

The use of backing boards has become more prevalent as the Highway Authority receives more and more requests from Parish Councils and road safety groups for their erection.

However, over use will lead to a reduction in effectiveness. Studies have shown that coloured backing boards in isolation do not contribute to any long term speed reduction.

The main purposes of backing boards are:

- i. To separate the sign from its background or to combine a number of smaller signs that would otherwise have been separate onto one sign face.
- ii. To enhance the presence of a sign to create a higher driver awareness of a hazard.

The policy is therefore intended to standardise practise and preserve the impact and effectiveness of backing boards.

The following list highlights some of the common issues to be considered in considering the use of backing boards:

- History of complaints.
- Regular damage to property or infrastructure.
- Excessive speed through site.
- Conspicuity problem relating to hazard.

Private funding should not be used for backing boards.

5.7.7 Sign face material

Where the statutory requirement for illumination of a permanent traffic sign is that it should be retro-reflective the following standards of material should be used:

- **Urban areas or Category 1-3 roads – Class 1 reflective**
- **Rural areas or Category 4 roads – Class 2 reflective or Super Engineering Grade**

Diamond Grade or Prismatic material should only be used in exceptional circumstances or where grounds justified on accident reduction.

Illumination requirements are specified in the Traffic Signs and General Directions 2002.

Temporary signs erected on the highway should comply with the illumination requirements for the class of road on which they are erected as detailed above.

Guidance on the illumination of traffic signs is contained in Chapter 6 of the Traffic Signs Manual and TA 19/81 (Clauses 7.6 and 7.7 superseded by Chapter 8 of the Traffic Signs Manual).

5.7.8 Special/major events signings

Temporary signs for occasional functions/events may be erected with the consent of the County Council.

Diversion routes will be signed where delays are expected to be caused by works on the highway or other events.

Temporary signs and banners will be permitted for major events that bring prestige to the County subject to the following conditions:

- i. Signs must be temporary and removed as soon as possible after the event.**
- ii. Arrangements must be in place to repair or replace signs quickly following theft or vandalism.**
- iii. An advertising slogan or sponsor acknowledgement is permitted subject to it being no more than 10% of the total sign area.**
- iv. If the event is commercial then the County Council's reasonable administration, supervision or other costs must be recharged to the organisers. They should also be approached to make a contribution towards infrastructure or other improvements in the area, for example provision of parking.**
- v. If the event is charitable then no charges will be made by the County Council.**
- vi. If the event involves the armed forces no charges will be made by the County Council.**

Approvals are subject to consideration of the following:

- Suitability of the event.
- Suitable highway clearances (minimum 5.03m/16.5 feet)
- Suitability of fixings (signs no greater than 0.3 square metres to be placed on street lighting columns).
- Suitability of location (no distractions or banners should be allowed across or adjacent unrestricted roads).
- Proposed sign locations must not cause an obstruction of the highway or any hazard to highway users.
- Planning permission may be required.
- Possession of at least £5 million third party public liability insurance.

Signs and banners will only be permitted on lighting columns and posts that are in good condition. Any column testing required will be organised by NCC. The lighting column should have no other existing attachments and the loading should not be greater than that experienced from the mounting of a solid sign not exceeding 0.3 sq.m. or hanging basket. The promoter will be required to provide structural calculations to demonstrate this if deemed necessary.

This policy is intended to relate to major events only and is not intended to include retail openings or other promotions for which permission to erect temporary signs will be refused.

Examples of suitable events include European football championships, Robin Hood marathon or the cricket world cup.

Approval of the local District Manager/Traffic Manager should be sought by the organisers in writing prior to signs or banners being erected.

Further guidance on attachments to street lighting columns is given in the County Council Street Lighting/Code of Practice.

Special event signing is commonly provided by motoring organisations such as the AA or RAC. Proposed signing should be agreed by local District Manager/Traffic Manager including legends to be used and sign locations.

5.7.9 Temporary signs

Advance notice boards will be erected for all County Council funded major carriageway works.

Temporary advance advisory signs such as 'Work starts here' should be erected at least 2 weeks before commencement of work on site. These should be removed on commencement of works and replaced with a scheme sign showing contractors name and emergency contact details.

Signs erected to warn of permanent changes to the highway layout to dia 7014 of the Traffic signs and General Directions 2002 should be removed no later than 3 months after completion of the works, in accordance with national guidance.

To assist in this a removal date should be fixed to the front face of the sign in the bottom left hand corner. These letters should be approximately 2 cm high.

Signs to new housing developments (to diagram 2701 of the Traffic signs and General Directions 2002) will only be permitted immediately adjacent to the site. Additional signs may be erected if justified because the site is difficult to find and traffic problems may result if no signs are erected. This decision will be made by the local District Manager. All costs relating to the supply and erection of the signs will be borne by the developer.

As temporary signs warning of particular road hazards erected by AIU (usually black on yellow) are not prescribed signs in the Traffic Signs Regulations they may only be erected with the prior permission of the Service Director Highways.

The guidance on siting of signs contained in Section 5.7.3 applies to the siting of temporary signs

Signs erected on site should be positioned to avoid damage from passing traffic. This should be a minimum of 450mm from the kerb edge to the edge of the sign.

5.7.10 Tourism signing

Tourism signing will be considered to bona-fide tourist attractions and facilities.

Nottinghamshire County Council supports and encourages tourism within the County as a means to encourage economic growth and improve the health and wellbeing of its residents.

General Principles

- a) Brown tourism signs will be approved to direct visitors to tourist destinations as defined from time to time by national guidance.
- b) Applicants will pay the cost of a sign and its siting unless those costs can be offered by the Council.
- c) If Highways Agency approval is needed for the signage, the costs of the Highways Agency will be met by the Applicant.
- d) Applications will be presumed to be granted unless there are substantial reasons for refusal. Such reasons will include the needs of traffic management, including proximity to trunk roads and visibility from A classified roads. Any refusals will require Committee approval.

Timescales

All applications will be processed and signs erected or refused within 6 months of the original application. Whilst many applications will be processed significantly quicker, 6 months will allow all necessary consultations with other agencies or councils to be completed.

Costs

The applicant will pay the cost of the sign and its siting and be responsible for all future maintenance costs including repair or replacement of damaged signs caused by vandalism or theft. Payment will be required in advance of any work being undertaken but after approval has been given.

Details of the current costs can be found in [Appendix 5](#)

5.7.11 Traffic mirrors

Traffic mirrors will not be permitted on the highway except in very exceptional circumstances and subject to special authorisation from the Department for Transport (DfT).

It is permitted for persons to erect traffic mirrors on private land adjacent to the highway providing that the sponsor obtains permission from the landowner.

No costs or maintenance liability will be accepted by the County Council.

Any traffic mirrors erected must not interfere with highway users for example by dazzling of drivers due to reflection of light.

The approval of the local District Manager is required for the erection of a traffic mirror on the highway prior to any application to the DfT for special authorisation.

5.7.12 Unauthorised signs and obstructions

Illegal and wilful obstructions that are a safety hazard will be removed immediately.

Where obstructions are wilfully placed on the highway in such a way as to prevent or obstruct public use of the highway then the Highway Authority may serve notice that the objects should be removed. If the offence persists the Authority may seek a Magistrates Order for the removal and disposal of the objects.

This is to reduce the impact on the environment and remove potential safety hazards to all road users.

The removal of obstructions from the highway is essential for the safety of the travelling public and in maintaining the free movement of traffic and pedestrians over the whole of the highway.

This is a statutory duty of the County Council.

Any unauthorised signs on street lighting columns or erected on traffic signal posts should be removed.

An example of unauthorised obstruction is the placing of advertising boards or displays of goods on the highway by shop traders. However, it is recognised that many traders use these to publicise their business and in most cases this is done in sympathy with the surrounding highway and does not cause a problem.

It would also be impossible in terms of labour and expenditure to require the removal of every sign or display under this policy.

The County Council has issued a guidance note 'Advertising boards and displays of goods on the highway in Nottinghamshire'.

This note is intended to assist the local District Manager in deciding whether a particular sign or display is reasonable, in which case the County Council will take no immediate action to cause its removal, but will monitor the situation and take action subsequently if necessary.

The guide has been produced in consultation with the Nottinghamshire Chamber of Commerce.

It is stressed that whilst the local District Manager has discretion over what is considered unreasonable with regard to highway obstructions, any legal action taken must be done in consultation with Legal Services.

The erection of private road safety signs either on or off the highway will not be encouraged by the County Council. However, each incident of their erection will be addressed sympathetically by the local District Manager.

It is suggested that these signs are not removed unless they constitute a real hazard to highway users. It should be borne in mind that these incidents tend to become high profile and it may be necessary to provide justification for removal to the media.

5.7.13 Vehicle-activated interactive road signs

Sections 1, 2, and 3 apply to interactive signs which will be funded by the County Council. Section 4 applies to interactive signs which will be funded either privately or by other Councils and bodies.

The sign type (i.e. face and display) for proposed interactive signs which will be funded by the County Council shall be agreed in the light of current developments with manufacturers. Requests to replace existing interactive signs with ones of a different or later type will not be allocated any priority at this time. Private funding of such changes will be accepted subject to County Council approval of the type to be used and full funding of the costs of the change.

Site specific traffic speed and flow data shall be used to produce a ranked list of potential sites which will receive a vehicle-activated interactive road sign as and when funding is available. This ranked list shall be maintained by the Highway Planning Access & Commissioning Group.

1) Permanent Interactive Speed Limit signs may only be erected in addition to regulatory signs as a response to excessive speed and in accordance with all of the following criteria:

- i. the roads subject to a 30mph or 40 mph speed limit.
- ii. the 85th percentile speed of through traffic must exceed the stated speed limit by 10% + 2mph or more (i.e. in a 30mph zone 35mph or more) and that traffic flows are high (over 250 in the peak hours).
- iii. That traffic flows are not high but the 85th percentile speed of through traffic exceeds the stated speed limit by 10% + 2mph or more (i.e. in a 30mph zone 35mph or more).

Sites which meet criteria i and ii will be prioritised over sites which meet criteria i and iii. Vehicle speeds are measured using 85th percentile speed over a 12-hour period (7.00a.m. – 7.00 p.m.), based on an average reading over a five day period (Monday - Friday). Additionally the traffic volume measure used is the highest of the three peak hours, (8.00-9.00am, 4.00-5.00pm and 5.00-6.00pm). This provides the most statistically robust reading of speed and flow and is applied universally throughout the County, to ensure a balanced and consistent approach to assessing requests.

Locations where both directions meet the criteria it would be inequitable to introduce a sign in each direction when there are other sites with no sign at all. These locations will be kept on file but not given any priority.

Provision of multiple signs on long lengths of road continuously meeting the criteria will be considered on an individual basis.

2) Interactive Hazard Warning signs may be used as a means of addressing injury accidents in the following circumstances:

The site has been identified as having a pattern of reported personal injury accidents, such as loss of control at a bend, or recurring accidents at a crossroads.

The pattern is considered appropriate for treatment by a suitable interactive sign, and the proposal must achieve at least a 200% estimated first year rate of return.

In all cases alternative solutions should always be considered such as geometric improvements, conventional signing and lining treatments, surface treatments or improved street lighting.

3) Mobile/Temporary Interactive Speed Limit

Mobile/temporary signs will be deployed by the County Council at sites decided by the Police in conjunction with Safer Neighbourhood Groups or at the discretion of the local District Manager

Any provision or positioning of Mobile/temporary interactive signs must be dealt with by the local District Manager who will ensure that public liability insurance requirements are satisfied.

Consideration will be given to siting interactive speed signs or altering existing locations as part of future A and B road speed limit reviews.

Maintenance of signs operated and owned by the County Council shall be by means of dedicated contractual arrangements which will provide for next day working responses to reports of faults.

4) Non-County Council funded interactive speed signs

Private funding for permanent interactive signs will be accepted regardless of whether the criteria are met subject to payment of a sum, determined each year by the County Council, which reflects the purchase, installation, maintenance and running costs, based on a year lifespan of a sign. The signs will be supplied by the County Council and sited at mutually agreed locations.

Deployment of mobile/temporary interactive signs by local Councils or other bodies will be allowed subject to prior agreement by the County Council of suitable equipment, locations for deployment and appropriate training of those involved.

5.7.14 Banners on the highway

Banners on the highway will require the specific approval of the local District Manager and will only be permitted in exceptional circumstances.

Banners and similar signs on the highway create a cluttered environment and provide potential distraction for the travelling public. Permission may be given by the local District Manager under exceptional circumstances, subject to a suitable risk assessment having been carried out by the promoter and appropriately agreed.

Banners will only be permitted on lighting columns that are in good condition. Any column testing required will be organised by NCC and recovered from the applicant. The lighting column should have no other existing attachments and the loading should not be greater than that experienced from the mounting of a solid sign not exceeding 0.3 sq.m. or hanging basket. The promoter will be required to provide structural calculations to demonstrate this. Refer to Section 5.9.2 Seasonal decorations, hanging baskets, banners and the like on the highway for information regarding applications.

NCC reserves the right to erect signage and banners that is in exception to this policy.

Further guidance on attachments to lighting columns is given in the NCC publication "Street Lighting Guide/Code of Practice".

See also Section 5.7.8 "Special/major event signings"

5.8 Specific Needs for Mobility Impaired Persons

5.8.1 Access to buildings from public highways

Ramped accesses to properties will only be permitted in the highway in exceptional circumstances.

There shall be a presumption against such ramps being located in the highway.

All disabled access requirements should preferably be contained either within the confines of the building or its curtilage.

Where this is not possible, consideration should then be given to facilitating access by re-profiling the adjacent footway.

Where ramped accesses are allowed on the highway the following conditions will apply:

- i. The structure will be of minimum size commensurate with being fit for purpose.
- ii. Such structures will be formally licensed and will remain for maintenance and all other purposes the responsibility of the property owner and not of the County Council. Formal licensing will be granted under Section 115 of the Highways Act 1980 as amended by the Miscellaneous Provisions Act 1982. This is issued in consultation with the County Council's Legal Service section.
- iii. The costs of licensing will be borne by the scheme promoter.
- iv. Sufficient highway width must remain after construction of the access for normal and safe use of the highway.
- v. The scheme promoter must check that statutory undertakers are satisfied that the proposal does not affect their apparatus and provide evidence of this. Any diversion of plant protection costs will be borne by the scheme promoter.
- vi. The scheme promoter must liaise with the Local Planning Authority and confirm whether formal planning permission is required.
- vii. Works should be carried out by the Nottinghamshire Highways Partnership. If not, a separate Section 278 agreement must be made.
- viii. £5 million third party liability insurance must be maintained by the property owner.

Gradients and ramps should conform to the following dimensions:

Preferred maximum gradient of ramp	1 in 20
Maximum gradient of ramp (not exceeding 2 metres length)	1 in 12
Absolute maximum gradient of ramp (not exceeding 600mm length)	1 in 10
Preferred unobstructed width of ramp (between handrails)	2.0 metres
Minimum width of ramp	1.2 metres
Minimum unobstructed width of ramp (between handrails)	1.0 metres
Maximum length of ramp	132 metres
Preferred maximum length	50 metres
Maximum length of single ramp	10 metres

The following footway dimensions should be maintained wherever possible:

Minimum preferred obstacle free footway width	2.0 metres
Minimum obstacle free footway width	1.5 metres
Preferred width at bus stops	3.0 metres
Preferred width at shops	3.5 – 4.0 metres
Absolute minimum width at obstacles (not exceeding 6 metres)	1.0 metre
Preferred unobstructed height above footways	2.3 metres
Minimum unobstructed height above footways	2.1 metres

These dimensions are stated in the Department for Transport (DfT) publication 'Inclusive Mobility – A guide to best practice on access to pedestrian and transport infrastructure' published December 2005.

[Appendix 9](#) provides a summary of highway dimensions for inclusive mobility.

5.8.2 Advisory road markings (parking bays) for the mobility impaired

Advisory road markings (parking bays) may be provided to allow persons with severe impairment to park a vehicle adjacent to their property.

Applications for the provision of advisory road markings will be considered by the local District Manager against the following criteria:

- i. The extent of the marking is to be restricted to the property where a marking is requested; where no off-street parking facility exists, or could exist, and where access problems are frequently experienced.
- ii. Applications will be refused where the provision of off-street parking is a practical alternative.
- iii. The parking bay is restricted to use by those persons (not solely the applicant) in possession of either a Restricted Access or Special Access Permit i.e. a blue badge holder in receipt of higher rate disability allowance.
- iv. If the application instead relates to need for the services of an Ambulance on a regular basis, then a marking may be similarly provided. In such cases, written evidence of the frequency of Ambulance visits will be required.
- v. Markings are only provided outside the applicant's property and must not interfere with the normal parking practises on the road.
- vi. The application will be refused if mandatory waiting/parking restrictions already apply outside the property.
- vii. Requests for more than one marked space at an individual property will be refused.
- viii. To manage effectively the use of the highway, the County Council may limit the number of advisory road markings on any length of road based on local knowledge.

Successful applicants must be informed that this is an advisory marking (i.e. non-enforceable) and that there is therefore no commitment from the County Council, District Council or the Police to enforce it.

The parking bay is available for use by all legitimate users and should not be regarded as a personally reserved space.

If the marking is continuously ignored, ineffective, and problematic or if the circumstances of the applicant change, then the marking may be removed.

The costs of installation and maintenance will be borne by the County Council.

The size of parking bays should conform to the following dimensions wherever possible:

On-street parking parallel to kerb – bay space (maximum)	6.6m x 3.6m
On-street parking parallel to kerb – bay space (minimum)	4.8m x 2.4m (plus 1.2m adjacent unobstructed footway width)
On-street parking at angle to kerb – bay space (preferred)	4.2m x 3.6m
Off-street parking – bay space minimum	4.8m x 2.4m
Unobstructed height in parking garages	2.6m

These dimensions are stated in the Department for Transport (DfT) publication 'Inclusive Mobility – A guide to best practice on access to pedestrian and transport infrastructure' published December 2005.

[Appendix 9](#) provides a summary of highway dimensions for inclusive mobility.

All signage will be in accordance with the most current regulations (see Appendix 1)

5.8.3 Non-motorised road user audit

An audit check procedure will be used to ensure that the needs of vulnerable road users such as pedestrians, cyclists and people with mobility/visual impairments are met and that compliance with relevant policies and standards are included in all highway works.

Highway schemes, relevant planning applications and Section 38, Section 106 and Section 278 Agreements should have Non-Motorised Road User Audits carried out where the project will have any impact upon the groups mentioned above. The designer or project manager will normally undertake the audit, which should be done prior to the works being ordered

This is to ensure a consistent high standard of approach to all user needs and ensure compliance with special needs requirements and the Disability Discrimination Act 1995.

The checklist gives target and minimum dimensions and standards for NMRU's based upon local and statutory guidance documents. Wherever the standards given cannot be achieved, the auditor should note the reasons for this and if appropriate inform the Project Manager or relevant Group Manager.

A copy of completed NMRU audit should be retained on the scheme or project file.

Details of the relevant policies for each requirement can be found in other parts of Section 5.8 "Specific needs for mobility impaired persons". A summary of dimensions for inclusive mobility is found at [Appendix 9](#).

5.8.4 Development control

New developments will be assessed at the application stage in accordance with the requirements of the current Highway Authority policies.

Design guidance and procedures for new developments are contained in the 6Cs Design Guide.

5.8.5 Footways

New footways will be designed to ensure freedom of passage and ease of use by disabled people in accordance with appropriate design standards.

Where there are slopes with a crossfall greater than 1 in 2 or a drop exceeding 250mm immediately at the rear of footways in urban areas a 100mm kerb (or similar) upstand will be provided, and a handrail or post and rail fence in a contrasting colour will also be considered in such locations.

Action plans for installing new dropped kerbs will be developed in consultation with local District, Borough, Town or Parish Councils and local disability groups.

At side roads where vision lines permit, the dropped kerbs will be located on the side road out of the direct line of the footway of the main road but as close as possible to the desired line for pedestrians crossing.

On new schemes provision will be made for a complementary ramped route where a flight of steps is included in a footway or footpath scheme.

Where practical on maintenance schemes a ramped route will be provided at existing flights of steps on footways and footpaths.

Handrails will be provided on both sides of a flight of steps and be designed to facilitate use by people with impaired grip.

An area of texture and colour change at the top and bottom of a flight of steps will be provided to alert blind and partially sighted people to its presence.

All new street furniture will be located to minimise the potential obstruction to people with disabilities.

The location of existing street furniture will be reviewed in association with all improvement or maintenance schemes involving alterations to footways or footpaths incorporating any reasonable means to emphasise the presence of obstructions.

The presence of scaffolding or other temporary structures will be made clear to partially sighted people in accordance with the terms of the scaffold licence.

The priority for routine maintenance of footways will take into account and give special attention to routes known to be used by people with mobility impairment.

Crossfall on footways is necessary to provide good drainage, but if too great can cause difficulty to mobility impaired particularly those using wheelchairs.

Recommendations in guidelines vary, but under normal circumstances crossfalls of between 1:40 (2.5%) and 1:60 (1.67%) should be achieved.

Variable crossfalls such as those found when travelling along a footway with numerous vehicle crossings can be awkward for wheelchair users or others with mobility impairment. These circumstances should be considered during footway scheme design.

Dimensions for steps and stairs should comply with the following:

Minimum number of steps in a flight	3
Maximum number of steps in a flight	12
Preferred riser height	150mm
Minimum riser height	100mm
Maximum riser height	170mm
Preferred tread depth	300mm
Minimum tread depth	250mm
Preferred unobstructed width of stairs (between handrails)	1200mm
Minimum unobstructed width of stairs (between handrails)	1000mm

Handrails should conform to the following dimensions:

Circular section diameter	40 – 50mm
Non-circular section	50mm x 38mm
Clearance from wall	60mm
Extension beyond end of steps or ramp	300mm
Height above step or ramp	900mm

Guardrails and barriers should conform to the following dimensions:

Minimum height	1100mm
Upstand/tapping rail – minimum height	150mm

Colour contrast marking should comply with the following dimensions:

Depth of contrast marking	150mm
Height of contrast marking (bottom edge)	1400 – 1600mm

Street furniture should conform to the following dimensions:

Height of top of waste bin	1.3 metres
Height of bollard – minimum	1.0 metre
Height of seats	470 – 480mm
Width of seats – minimum	500mm
Height of ‘perch’ seating	700mm
Height of flower boxes and free standing objects – minimum	1.0 metre
Trees – minimum trimming height	3.0 metre
Height of signs – minimum	2.1 metre
Height of signs – preferred	2.3 metre

These dimensions are stated in the Department for Transport (DfT) publication ‘Inclusive Mobility – A guide to best practice on access to pedestrian and transport infrastructure’ published December 2005.

[Appendix 9](#) provides a summary of highway dimensions for inclusive mobility.

5.8.6 Highway improvement schemes

Major schemes involving alteration to the highway fabric in areas of high pedestrian activity will be examined in consultation with local disability groups, and access and mobility officers to identify any economic and effective improvements for people with disabilities which could be incorporated as part of the scheme.

New street layouts will be designed to minimise the potential for pavement parking.

In areas of high pedestrian activity, consideration will be given to closing lightly trafficked side streets to permit the continuation of the main road footway without interruption.

Consideration will be given to parking spaces reserved specifically for the use of blue badge holders, designated by the promotion of Traffic Regulation Orders under the Road Traffic Regulation Act 1984, and marked in accordance with the Traffic Signs Regulations and General Directions 2002.

Special Access Permits will be issued by the authority's Central Processing Unit (CPU) to allow access to fully pedestrianised areas to persons who have particular mobility difficulties.

This is to ensure that all road users have freedom of passage and access and that proper consideration is given to assisting those with specific needs.

5.8.7 Pedestrian crossing facilities

Dropped kerbs will be provided at all pedestrian crossing points where footway or kerbing works are being carried out inclusive of the corresponding crossing on the opposite side of the road

Tactile paving will be provided at all traffic signal controlled pedestrian crossings, zebra crossings and all pedestrian crossing points.

Pedestrian crossing facilities are provided to ensure ease of use of all pedestrians and to increase road safety.

The provision of tactile paving will conform to the guidance given in the current DfT document 'Guidance on the use of tactile paving surfaces.'

Action plans for developing new crossing facilities will be decided in consultation with local disability groups.

Pedestrian crossing facilities should conform to the following dimensions:

Width of dropped kerb – minimum	1.2 metre
Width of dropped kerb at controlled crossing – minimum	2.4 metre
Width of dropped kerb – high pedestrian flow	3.0 metre
Width adjacent to parking for disabled car users	1.0 metre
Gradient of dropped kerb – maximum	1 in 12
Dropped kerb height	Flush

These dimensions are stated in the Department for Transport (DfT) publication 'Inclusive Mobility – A guide to best practice on access to pedestrian and transport infrastructure' published December 2005.

[Appendix 9](#) provides a summary of highway dimensions for inclusive mobility.

5.8.8 Road safety

The special needs of people with disabilities will be taken into account in all education, training and publicity initiatives undertaken as part of road safety training.

This is to ensure that road safety training materials are relevant to all road users.

5.8.9 Signing

The international wheelchair symbols will be added to appropriate local direction signs. The wheelchair sign will only be used if all the basic amenities of a facility being signed are fully accessible to people in wheelchairs.

Where routes of special convenience to people with disabilities follow a separate path to the normally signed pedestrian routes special signed routes will be considered in consultation with the appropriate disability groups.

This signing is provided to convey to the highway user appropriate and consistent information to aid mobility.

Sign poles should be positioned to the following dimensions:

Distance from property line to outer edge	275mm
Distance from edge of carriageway – minimum	500mm
Distance from edge of carriageway – maximum	600mm
Clear distance between poles	1.0 metre
Mounting height to bottom of sign – preferred	2.3 metre
Mounting height to bottom of sign – minimum	2.1 metre

These dimensions are stated in the Department for Transport (DfT) publication 'Inclusive Mobility – A guide to best practice on access to pedestrian and transport infrastructure' published November 2005.

[Appendix 9](#) provides a summary of highway dimensions for inclusive mobility.

5.8.10 Works on the highway

The safety and convenience of people with special mobility needs will be considered when works are being carried out on the highway.

The following procedures should be followed to allow this:

- i. Where a temporary footway is provided, its surface and dimensions will be of an adequate standard for use by the elderly and people with disabilities.
- ii. Temporary footways will be kept clear of mud and other loose material and pedestrian access to properties will be maintained.
- iii. Where the normal pedestrian route is severely interrupted, pedestrian direction signs will be provided giving a safe alternative route.
- iv. Physical barriers will be of solid construction, brightly coloured and where appropriate illuminated at night.

This is to provide a safe and consistent approach to roadworks signing to aid mobility for road users.

5.9 Street Lighting

5.9.1 Street lighting

Details of all policies, standards and procedures relating to the provision of street lighting, illuminated bollards and illuminated traffic signs are contained in the current County Council publication 'A Guide / Code of Practice for Street Lighting (December 2014)'.

5.9.2 Seasonal decorations, hanging baskets, banners and the like on the highway

The authority licenses the installation of decorations, hanging baskets and banners to street lighting equipment under section 178 of the Highway Act 1980

For safety reasons licenses will only be granted on columns which have undergone structural testing to prove suitability.

In certain cases this testing will be funded by the licensee

The policy and guidance on this are contained within the NCC publication 'A Guide/Code of Practice for Street lighting'.

The policy and guidance reflects the requirements of the County Surveyors' Society/Institution of Lighting Engineers Code of Practice for the installation, Operation and Removal of Seasonal Decorations. Further details can also be found on the County Council's internet site at www.nottinghamshire.gov.uk/seasonaldecorations .

Applications for Christmas lights and decorations on the highway will be charged for at the current rates including testing as detailed in [Appendix 5](#).

[Appendix 22](#) contains details of the application process and terms and conditions associated with the install hanging basket, banners and the like over the highway

[Appendix 23](#) contains a sample application form together with the current terms and conditions for the installation of seasonal decorations.

5.9.3 Energy conservation

Energy consumption in street lighting, traffic signals, illuminated signs and illuminated bollards will be minimised by the use of the most efficient electrical equipment available consistent with effective illumination, road safety and crime and disorder implications.

This is to conserve natural resources and ensure value for money.

5.10 Structures

5.10.1 Bridges and other structures

Maintenance of bridges and other structures will be carried out by the Highway Authority to prevent deterioration of structural fabric, to maintain the stock of structures in a safe condition and to strengthen or reconstruct where necessary.

The failure of bridges and other structures can cause major disruption to travel and have serious implications for public safety and on underground services.

The overall standard of bridges and other structures is that they safely carry the normal traffic of the highway network over all adopted roads. In addition, specified routes shall safely carry abnormal loads.

In order to achieve this standard it is necessary to:

- i. Assess the strength and other characteristics of all structures against current national standards, together with any known intended reasons to these standards.

Frequency: The strength assessment will be reviewed at every principal inspection and reassessed if there is any significant deterioration in the structure.

- ii. Improve identified sub-standard structures within a reasonable time period or to impose a weight restriction (traffic order) or other suitable method if this cannot be achieved. In some rare cases a structure may need an immediate temporary weight restriction.

Frequency: As necessary.

- iii. Carry out routine inspections of all structures, including parapets.

Frequency:

General Inspections – All structures - Every 2 years

Principal Inspections – NCC owned railway and major river bridges – Every 6 years.

Other bridges – Usually 9 years

Culverts and subways – Usually 9 - 12 years

Underwater Inspections – Relevant structures – Typically every 6 years.

- iv. Carry out steady state maintenance work and other works identified during routine inspections to prevent deterioration of the bridge stock.

Bridges identified as sub-standard are to be programmed for remedial works.

5.10.2 Highway footbridges and subways

Highway footbridges and subways will only be provided in exceptional circumstances as part of new highway construction schemes where they form an essential part of a specifically designed segregated pedestrian or shared cyclist/pedestrian route.

Where subways or footbridges are provided they will incorporate the following features as necessary:

- i. An appropriate level of lighting.**
- ii. Clear entrances and exits.**
- iii. Clear visibility between entrance and exit.**
- iv. Use of anti-vandal materials.**
- v. Ability to be used by those with impairments.**
- vi. Ability to be used by cyclists.**

Routine maintenance needs are determined by visual inspection every 2 years based on experience of rates of deterioration in the case of components such as steel parapets or bearings.

In the case of graffiti, refer to section 5.12.14.

Maintenance requirements of structures is referred to in section 5.10.1

Maintenance of street lighting is referred to in section 5.9

5.10.3 Maintenance of monuments and historic structures in the highway

The County Council will conserve all monuments and historic structures within the highway whether in its ownership or where maintenance responsibility cannot be established.

Particular care will be taken when excavating adjacent to known historic sites.

These sites are part of the heritage of Nottinghamshire and it is important that such items and settings should be maintained.

Maintenance requirements vary depending on type of monument or historic structure. Records of all known monuments historic structures are kept by the Authority and advice should be obtained where works are likely to affect historic sites.

5.11 Traffic Management

5.11.1 Abnormal load routes

Abnormal loads will be routed on defined routes wherever possible.

Notification of an abnormal load will be made by the haulage company concerned to the County Council Highway Management Section

The notification will be assessed for its effect on the highway network, particularly structures and whether the route is affected by planned roadworks.

The routes used have been identified in order to minimise inconvenience to other highway users and to avoid damage to the highway structure and street furniture.

Where an abnormal load passes through a road works site the additional costs involved in suspending work and altering the traffic management layout may be recharged to the haulage company.

A load is classed as being abnormal if it exceeds any of the following dimensions:

- Width – 2.9 metres
- Height – 4.95 metres
- Gross Weight – 44 tonnes
- Axle weight – 11.5 tonnes
- Length – 18.3 metres

The amount of notice received for the movement of abnormal loads varies according to the actual dimensions, but is an absolute minimum of 2 working days.

Vehicles requiring a special order (obtained from DfT) will require a minimum of 5 working days notice. These are loads which exceed 150 tonne gross weight, 27.3 metre length or 6.1 metre width.

5.11.2 Access only orders

Access only orders will not generally be considered unless introduced as part of accident reduction measures.

These orders are difficult to enforce and are not generally successful in reducing traffic on the proposed route.

5.11.3 Environmental Weight Restrictions

Environmental Weight Restrictions will be considered to overcome problems of the use of unsuitable roads by heavy goods vehicles provided that:

- i. a restricted area can be defined which does not transfer the problem from one community to another.**
- ii. a suitable alternative route exists which does not create such a major increase in route mileage for operators such that their economic viability would be seriously affected, does not result in increased highway maintenance costs and does not increase safety risks.**

Advisory signing of suitable lorry routes and of unsuitable routes will be provided where appropriate.

To improve the environment and safety on minor roads, HGVs will be controlled by means of Environmental Weight Restrictions (and Structural Weight Restrictions) and encouraged to use roads that are better suited to their size and weight. Environmental Weight Restrictions are subject to funding priorities established in the annual ITM programme.

An assessment for a potential Environmental Weight Restriction (EWR) will not continue for roads defined as Categories 1 and 2 in the County Council's Highway Asset Management System (HAMS) hierarchy (see [Appendix 14](#)). Under exceptional circumstances, a road defined as Category 3A may be considered otherwise only roads defined within Categories 3B, 4A and 4B will be assessed for suitability. The particular significance of HGV flows on the local environment and will be taken into account by the application of a factor to the scores obtained from the assessment process. In addition, where there are proposals for significant redevelopment that may have an influence on the effectiveness of an EWR in the future, consideration of the EWR may be deferred until details of the redevelopment are fully known.

The assessment form can be found at [Appendix 15](#).

Applications for HGV operator licences will be examined and objections raised by the local District Manager whenever necessary.

Problems of HGV parking will be investigated by the local District Manager and appropriate action taken if necessary.

Where environmental weight restrictions are not proposed, voluntary agreement with operators will be sought to overcome routeing problems.

In pedestrianised areas, consideration will be given to time segregated loading restrictions to avoid conflict at times of maximum pedestrian activity.

Legal agreements will be sought in connection with planning applications where possible adverse effects of HGVs on the environment are anticipated.

5.11.4 Media road works report

A system for reporting all appropriate works or events on the highway will be operated by the County Council and will make use of local publicity, press notices, radio broadcasts and the internet.

This is to minimise inconvenience to the public by making this information widely available.

Suitable events include organised gatherings and competitions on the highway of which the County Council has received prior notice.

Roadwork reports are issued to the media, emergency services and other organisations with an interest in traffic and travel issues on a daily basis.

The Passenger Transport Group will provide road works information to relevant bus operators.

5.11.5 One-way streets

One-way streets will only be considered in exceptional circumstances and will not be considered in any area where:

- i. Increased traffic speeds may generate accidents.**
- ii. Significant access difficulties would be created.**
- iii. Transferred traffic would cause problems elsewhere.**

Consideration may also be given to the provision of contra-flow systems for buses and cycles.

One way streets can be a means of reducing conflict and improving traffic flows, but can also lead to increased speeds, safety concerns, access difficulties and a diversion of traffic onto unsuitable roads.

5.11.6 Peak hours working restrictions

Roadworks will be prohibited wherever possible during traffic sensitive periods on traffic sensitive streets unless specifically approved by the Traffic Manager.

This is to minimise inconvenience to all road users and allow for predictable journey times during peak travel times.

Traffic sensitive street designations are provided for under the New Roads and Streetworks Act 1991.

Peak hours are generally regarded as 0730 hrs to 0930 hrs and 1530 hrs to 1830 hrs. The restriction may apply to roads for 5, 6 or 7 days of the week.

Details of traffic sensitive streets contained within NRSWA management software.

The Traffic Manager is responsible for updating these details as required and arranging for further designations to be made.

5.11.7 Pedestrian controlled crossings

Controlled pedestrian crossings will normally only be considered where current Department for Transport (DfT) guidance is met.

Potential sites for controlled crossings which fail to satisfy the DfT criteria will be considered for other possible ways of assisting pedestrians including the use of refuges, widening of footways, traffic calming and plateaux. Such sites may be provided with a controlled crossing if installed as part of a local safety scheme, safer routes to school scheme or as part of accident reduction measures and are subject to funding priorities established in the annual ITM programme..

Where road humps are used as a traffic calming feature, a zebra crossing may be incorporated with the road hump if the site satisfies the requirement for the provision of a zebra crossing.

High skid resistant surfacing should be included on the approach to all crossings in accordance with HD 21/92 and Section 5.3.5.

Maintenance and inspection standards for zebra crossings are as follows:

Item	Frequency
Electrical inspection	Every 6 years
Optical cleaning	Twice per year
Illumination	During routine street lighting patrols
Lamp failure	Where legally required to be lit – within 24 hours. At other sites – within 28 days.
Painting	As required.
Road markings and studs	Every 6 months. Markings to be replaced after 30% visible deterioration.
High skid resistant surfacing	Every 6 months. Replace after 20% visible deterioration.

Maintenance standards applicable to traffic signal controlled crossings are given in section 5.11.17.

Where significant pedestrian demand exists at a junction, pedestrian crossing facilities shall normally be incorporated within any new or upgraded signal controlled junction layout or at a separate, but linked signalised pedestrian crossing.

The needs of visually impaired pedestrians will be recognised by the introduction of either audible or tactile signals wherever pedestrian facilities are provided. In addition, tactile paving will be provided at the crossing point.

Where significant pedestrian demand exists at a junction, but it is not feasible to incorporate signalised pedestrian facilities, then every effort will be made to provide the safest pedestrian route by the provision of refuges, dropped kerbing, pedestrian barriers or plateaux.

A pedestrian phase at crossings is provided to ensure safe and easy passage of pedestrians crossing the highway.

Ideally, the introduction of these facilities should not cause the traffic demand at peak periods to exceed the traffic capacity of the junction and other measures to prevent any increase in congestion or delay should be considered.

5.11.8 Pedestrian refuges, road narrowing and link footways

Before central refuges are provided on any road where there is no street lighting careful consideration will be given to any possible problems or danger caused.

Road narrowing will be considered where there is a need to reduce vehicle speeds, improve visibility at junctions or reduce the crossing width for pedestrians.

Link footways will be provided at locations where demand is identified and provision is justified.

These facilities are provided to increase safety for pedestrians by segregation from traffic and are subject to funding priorities established in the annual ITM programme..

Where road narrowing or refuges are introduced consideration must be given to the safety of cyclists at these points.

Criteria and design standards for the provision of refuges and road narrowing is contained in the Traffic Calming Design Guide.

5.11.9 Residents parking schemes

Residents parking schemes will be considered in residential areas which are severely affected by non-residents parking.

These schemes are intended to prevent or limit loss of parking for residents by incursion by non-residents and are subject to funding priorities established in the annual ITM programme. In some locations time limited parking may be unsuitable and a controlled parking zone may be necessary to protect the area from commuter parking or similar impact.

Residents' parking schemes will only be introduced where there is an identified problem that demonstrates that a trip-attractor is directly creating non-resident intrusive parking on a specific road; and the needs of the commercial area and/or residents are being affected as a result of the parking problem. In such instances, residents' parking schemes will only be considered where time limited parking control is not appropriate. Residents of such schemes will be liable to pay for the provision of permits, including administration of such a scheme, as determined annually.

New schemes will normally only be considered where the following criteria are satisfied:

1. There must have been significant levels of requests from residents concerning non-resident intrusive parking, and
2. The non-resident parking is considered to be detrimental to the vitality of the local centre or other local transport objectives, and
3. There is a trip-attractor which causes non-resident intrusive parking.

In exceptional circumstances, schemes may also be considered where the equivalent of these criteria is met e.g. the latter two criteria are evident on a new development.

Detailed design of a scheme will only be progressed where, in addition to the above criteria being satisfied, preliminary consultation with the affected residents has resulted in at least 35% of the households returning the survey and, of those, 65% of the households being in favour of a scheme.

Where residents' parking schemes have been installed and residents no longer consider them appropriate, they will be considered for review where the following criteria are satisfied:

1. There must be clear evidence of dissatisfaction with the existing scheme, including high levels of complaints from residents, and
2. The circumstances regarding the initial implementation of the scheme need to have changed, i.e. a trip-attractor which causes non-resident intrusive parking no longer exists, or there is evidence of other changes in parking patterns.

A detailed review of a scheme will only be progressed where, in addition to the above criteria being satisfied, preliminary consultation with the affected

residents has resulted in at least 35% of the households returning the survey and, of those, 65% of the households being in favour of a change to scheme.

Removal of a scheme will only be undertaken when it is not considered to be detrimental to the vitality of the local centre or other local transport objective.

In addition, schemes will be considered for review where the emergency services or other service providers have highlighted operational problems with the scheme such as access issues.

5.11.10 School crossing patrols

School crossing patrols may be considered where an identified need satisfies the current County Council criteria.

School crossing patrols are provided to increase the safety of children crossing the highway to school. They are intended to encourage walking to school. They are subject to funding priorities established in the annual ITM programme.

Sites where patrols are allocated primarily according to traffic and child pedestrian flows.

The normal criteria for sites to be established is where the PV² value is 1.3 million or greater.

5.11.11 Speed limits

On all strategic routes and main distributor roads speed limits will only be considered where the full requirements of the current Department for Transport (DfT) criteria are met.

On secondary distributor roads speed limits will be introduced where one of the following is satisfied:

- i. The full DfT criteria are met.**
- ii. The speed limit is considered by the Chief Constable to be both appropriate and enforceable.**
- iii. A speed limit extension would provide consistency following development in the area or would improve the visibility and effectiveness of the terminal signs.**

Speed limits are introduced to aid traffic management. They may be used to reduce vehicular speeds in the interests of safety or to allow the faster movement of vehicles in appropriate circumstances and are subject to funding priorities established in the annual ITM programme..

DfT guidance states that any speed limit order should be made under Section 84 of the Road Traffic Regulation Act 1984. The Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 require local authorities to consult when making a speed limit order under Section 84. DfT advice is that a full consultation exercise is carried out whenever a speed limit is proposed.

Further guidance on speed limits is contained in the DfT Circular Roads 1/93.

5.11.12 Traffic regulation orders

These will be made where appropriate to maintain traffic flows where delays may be caused otherwise or for the safety of the public and highway operatives.

Temporary traffic orders will be implemented at the expense of the promoter for all works other than those being carried out by the County Council, charitable events or for events involving the armed forces.

The provision of permanent Traffic Regulation Orders will follow the procedures contained in the County Council document 'Traffic Regulation Order Manual'.

There will be a presumption against the permanent closure of any highway. The use of highway authority powers for this purpose will only be considered in exceptional circumstances and are subject to funding priorities established in the annual ITM programme..

However, there will be no objection in principle for the closure of highways where this is promoted by the Police on the grounds of reducing crime and disorder and where powers to be used are those prescribed under Section 118B of the Highways Act 1980.

Further details regarding the provision of waiting restrictions are contained in Section 5.11.18.

5.11.13 Temporary traffic signals

The Highway Authority must be notified and will provide written approval prior to the installation of any temporary traffic signals on the highway.

Signals should be removed at the end of the working day whenever possible.

If traffic control is necessary in the vicinity of permanent traffic signals, consideration should be given to the use of stop/go boards in conjunction with the phasing of the permanent signals. Alternatively, the permanent signals should be switched off and replaced by the temporary signals for the duration of the works.

On strategic and main distributor roads, two sets of temporary traffic signals should not be used within 1.0 km of each other without the written approval of the Highway Authority which will only be granted following consideration of issues of congestion and road safety.

The Traffic Manager must be notified whenever signal control is to be used at roadworks.

For planned works at least 7 days notice must be given.

For emergency works the Traffic Manager must be advised as soon as possible.

The Traffic Manager will provide written authorisation for the use of temporary traffic signals. Where works are to be carried out at a site which contains a junction, or for the operation of 3-way or 4-way temporary traffic signals, the Highway Authority may specify operating conditions and controller settings appropriate to the site.

All signal equipment used on public roads must be of a type approved by the DfT and be capable of meeting the specification for which it was originally designed and approved, including being capable of working in the vehicle actuation mode at all times.

Faulty equipment shall not be used. When equipment becomes faulty during use, action should be taken to repair or replace it immediately.

Stop/go boards should be kept on site for use in the event of signal failure.

Signs giving details of emergency/out of hours telephone numbers should also be displayed on site.

The normal mode of operation shall be 'vehicle actuation' unless the Traffic Manager agrees otherwise.

Manual operation of signals may be used when directed by the Traffic Manager or in order to deal with short term problems, for example if the shuttle lane becomes blocked.

During manual operation the signals should be under the constant control of a competent operator.

Fixed time operation shall only be used where a variable green period or vehicle actuation is known to cause problems and must have the prior permission of the Traffic Manager.

Detailed advice on carrying out works on or near railway level crossings is given in Appendix F of the 'Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters'.

[Appendix 11](#) shows sample site authorisation and approval certificates.

5.11.14 Traffic calming

Traffic calming will be introduced in urban areas in appropriate circumstances as a measure to reduce road accident casualties, assist accident reduction and with due regard to the principles contained within the County Council's Road Safety Service Plan.

In exceptional circumstance it may also be used to address community concerns arising from inappropriate speed or through traffic.

Traffic calming will not be installed on Category 1 roads according to the County Council Structure Plan hierarchy.

Traffic calming will be permitted on Category 2, 3 or 4 roads according to the County Council Structure Plan hierarchy.

A 200% rate of return on first year investment must be obtained.

Consultation

All traffic calming schemes will be subject to consultation during the design stage

The consultation will normally include a questionnaire style survey delivered to directly affected properties.

A minimum of 35% of the delivered questionnaires must be returned, and of these, a minimum of 65% must be in favour of the proposal for the scheme to proceed to implementation. If a scheme is promoted on accident reduction grounds and fails to achieve a 35% return of questionnaires or a 65% majority in favour, the report to Transport & Highways Committee must specifically state this and include a request for a decision that the scheme be allowed to proceed further.

Any departure from criteria requires the specific approval of the Transport & Highways Committee

Traffic calming is proved to enhance the environment by reducing vehicle speeds and increasing safety in predominantly residential areas.

Traffic calming schemes should be designed in accordance with the current County Council 'Traffic Calming Design Guide'. This document also contains design guidance on Village Gateway treatments.

The future maintenance requirements of any features installed should be a consideration in the design and implementation of any traffic calming scheme.

5.11.15 Safety Cameras

The County Council is a member of the Nottinghamshire Safety Camera Partnership.

The aim of introducing these cameras will be to reduce casualties and improve road safety.

New fixed speed and traffic light cameras will only be considered for introduction on County roads provided the guidance set down by the Department for Transport (DfT) is met.

Proposed camera sites will then be agreed in liaison with the Police.

The performance of the cameras will be monitored.

Speed camera and traffic light violation information signs and speed limit repeater signs where appropriate, will be erected in accordance with DfT guidance.

5.11.16 Traffic management at road works

Signing for all roadworks is to be in accordance with Chapter 8 of the Traffic Signs Manual 2009 and Safety at Street Works and Road Works – A Code of Practice and any subsequent amendments wherever possible.

Where site conditions necessitate, temporary Traffic Regulation Orders will be implemented by agreement with the Highway Authority.

This is to ensure a consistent approach to safety and signing throughout the County and also to minimise inconvenience to the travelling public.

It is recognised that full compliance with Chapter 8 is not possible in all circumstances, therefore reference should be made to the 3CAP publication 'Code of Practice for Traffic Management at Roadworks' for guidance on traffic management in specific situations.

This policy applies to works carried out on behalf of the County Council as well as statutory undertakers or others working on the highway.

Section 5.11.13 outlines the policy concerning the use of temporary traffic signals.

Section 5.11.12 outlines the policy concerning temporary traffic orders.

5.11.17 Traffic signals and urban traffic control

Traffic signal installations will be provided where it is appropriate to minimise congestion and delays and in some cases to manage traffic flow and make provision for pedestrians, cyclists or equestrians. They may also be introduced where a need is identified by an accident reduction study or where a new development requires controlled access to the highway network on safety or capacity grounds.

Within the requirements of safe operation traffic signals will be set to balance the needs of and minimise delays to all road users, including pedestrians and cyclists. Where appropriate they will also be set to encourage the use of the primary road network and to benefit public transport.

The traffic signal equipment used will have type approval of the current registration body and will be installed and operated in accordance with their standards and giving due consideration to their advice notes and County Council standard details.

All new installations will fully comply with the requirements of the Equalities Act 2010.

Traffic signals in close proximity to each other will be linked and where appropriate form part of a computerised urban traffic control system (UTC). This system will only operate at the times of the day and on the days of the week when traffic volumes or road safety issues justify its use.

The operation of traffic signals will be automatically monitored by computer.

CCTV Cameras are located throughout the County at strategic locations and monitored to assist with traffic flow and incident control.

The provision of this monitoring and the maintenance service from the urban traffic control centre ensures a consistent approach throughout the County to ensure efficient and effective operation of the traffic signal network..

The following maintenance standards apply to the use of traffic signals.

Item	Standard
Failure of junction systems	Warning signs to be erected if failure likely to exceed 1 day following initial attendance by maintenance contractor.
Faults	<p>Attendance on site to report of fault within 4 hours.</p> <p>24 hour fault reporting service in operation.</p> <p>2 hour emergency service to make equipment safe following damage.</p>
Lamps	<p>Failure of bulbs on mast arm or extended height pole may result in longer repair times than quoted above.</p> <p>Bulk lamp change of signal bulbs, regulatory signs and pedestrian wait bulbs at all locations every 12 months.</p>
Cleaning	Signal head lenses to be cleaned every 12 months.
Electrical and general inspection	Electrical safety testing every 5 years. General inspection every 12 months.

A 24 hour fault reporting service is provided. The telephone number for this service is Nottingham (0115) 941 7878.

5.11.18 Waiting restrictions

New waiting restrictions and other similar traffic regulation orders will normally only be considered in the following circumstances:

- i. Where a road safety problem has been identified by accident studies and it is clear that an actual reduction in accidents would follow from the introduction of such an order.**
- ii. Where obstruction of the highway or of visibility at junctions occurs on a frequent and extremely severe basis, particularly where public transport and emergency service vehicles are affected.**
- iii. Where commerce and industry is seriously affected by the presence of parked vehicles.**
- iv. Where the installation of traffic regulation orders is essential to provide the maximum benefit from capital investment.**

On strategic routes and major distributors, appropriate waiting and loading restrictions will be used to ensure that adequate road space is available for moving traffic.

Procedures for implementing waiting restrictions are contained in the County Council 'Traffic Regulation Order Manual' and are subject to funding priorities established in the annual ITM programme..

Bus stop markings will be used where persistent parking at bus stops causes problems to operators. Section 5.6.4 provides further details on this.

Waiting restrictions will not be introduced if these would cause significant problems in adjacent streets. The hours of operation of any restrictions will be standardised as far as possible, particularly in adjoining streets or areas.

Waiting restrictions are a traffic management measure which provides a means of ensuring safe and effective use of road space.

5.11.19 Permanent closure or diversion of rights of way on crime reduction grounds

The County Council will consider the permanent closure or diversion of rights of way on crime reduction grounds where this is promoted via the District Crime & Disorder Reduction Partnership or District Council and where the proposals meet with the requirements of relevant legislation and County Council criteria.

The relevant legislation is contained in the Countryside & Rights of Way Act 2000, which enacted Sections 118B and 119B of the Highways Act 1980.

The conditions to be satisfied are –

- all applications must follow the guidelines given in Section 5 of the DEFRA Circular 1/2003.
- the details required to comply with DEFRA guidelines must be collated by the local District Council or the Crime & Disorder Reduction Partnership.
- the Countryside Access Team must be consulted on the proposal and must have confirmed the status of the right of way in question.
- consultation shall be carried out with affected utility companies and satisfactory arrangements put in place for the diversion or future maintenance of any affected apparatus.
- the extent of any highway infrastructure must have been established and satisfactory arrangements have been made for the diversion, removal or future maintenance.
- there must be a reasonable alternative route to any closed right of way and a practical means of physically closing the right of way to prevent access.

The process and procedure shall follow the flow chart in [Appendix 17](#) and be administered by the Countryside Access Team. The respective Committee has executive responsibility for the approval of any closure or diversion of a right of way using the above legislation.

The procedure for the temporary closure of rights of way by means of a Gating Order is covered in Section 5.11.20.

5.11.20 Gating Orders

A Gating Order may be made in respect of a highway that is facilitating high and persistent levels of crime and/or anti-social behaviour, which is adversely affecting local residents or businesses.

Gating Orders shall be made in accordance with the Clean Neighbourhoods and Environment Act 2005, Section 2, and the Highways Act 1980 (Gating Orders)(England) Regulations 2006.

A register must be maintained containing copies of all Gating Orders together with copies of all Notices proposing the making, variation or revocation thereof. The register must be available for public inspection during normal business hours.

Details of making, revising or revoking Gating Orders, including consultation, notification and dealing with objections etc. are contained within the Regulations.

Sections 129A-129G have been inserted into the Highways Act 1980 by the Clean Neighbourhoods and Environment Act 2005, which provide powers to erect, or permit to be erected, a barrier (gate) to restrict public access to a highway over which the public would normally have the right of passage. Such highways may range from narrow footpaths or alleyways to those capable of accommodating vehicular traffic.

A procedure note has been approved for the making of Gating Orders and contains the following principal points –

- The highway authority must be satisfied that –
 - premises adjoining, or adjacent to, the highway are affected by crime or anti-social behaviour
 - the existence of the highway is facilitating the persistent commission of criminal offences or anti-social behaviour, and
 - it is, in all the circumstances, expedient to make the Order for the purposes of reducing crime or anti-social behaviourAppropriate consultation must therefore take place with relevant stakeholders, including particularly the relevant Crime and Disorder Reduction Partnership.
- Any Order may restrict the public right of way:
 - at all times or for certain times or periods as may be specified, or
 - may exempt persons of a certain description from the restriction
- There are exceptions for occupiers and business premises in prescribed circumstances. Access for occupiers of premises adjoining or adjacent to the highway cannot be restricted, nor can a Gating Order be made if it forms the only or principal means of access to dwellings. If it forms the only or principal access to premises used for recreational or business

purposes, it cannot restrict access during the times of day when those premises are normally used.

- There are also exceptions for certain people, such as emergency services and those with a legitimate reason for accessing any premises adjacent to a highway. In practice, this would involve the provision of keys to such people, or the opening of the gates during certain times/periods when such people would expect to use the highway. The management of periodic and regular access will be an essential ongoing requirement and accordingly access arrangements must be appropriately considered within the overall risk assessment.
- The powers do not permanently extinguish public rights of way, making it possible to subsequently alter or revoke the restrictions and reinstate the use of public right of way. This effectively means that the land cannot be converted for any other purpose and should still be maintained as a highway asset.
- Gating Orders on all highways, other than for unmetalled Rights of Way, shall be administered and managed by the relevant local District Manager, who shall review their effectiveness at yearly intervals to establish whether variation or revocation is required. Gating Orders on unmetalled Rights of Way, shall be similarly administered, managed and reviewed by the Countryside Access Manager. The local District Manager and the Countryside Access Manager shall ensure that each other is appropriately informed and consulted at relevant stages.
- The register of Gating Orders shall be maintained and be available electronically.

Gating Orders shall be administered and designed in accordance with the current County Council 'Guide to the making of Gating Orders on highways and public rights of way'. This document also contains the relevant procedures and appropriate guidance, together with the application form for use by the District Crime & Disorder Reduction Partnerships. The process and procedure shall follow the flow chart in [Appendix 17](#).

Assessment and implementation of Gating Orders is managed by the Community Safety Group

5.12 Network (General)

5.12.1 Accident damage and vandalism

Safety standards will be maintained by rapid attention to hazardous obstructions and damage.

The cost of accident and vandalism repairs will be recovered where possible and this is cost effective to the County Council.

These are for reasons of safety to the public and carrying out a statutory duty.

Incidents of damage or vandalism causing a danger to highway users will be repaired or made safe within 24 hours.

Action taken on accident and vandalism damage will depend on the overall cost to the Authority and on a risk assessment of the hazard caused by the damage to all highway users.

Efforts should be made to identify those responsible for causing damage and the cost of repair and associated administrative costs will be recovered from those responsible.

Where these costs cannot be recovered the damage should be considered as a highway defect and will be charged to the unrecoverable costs budget.

If sites of persistent vandalism or damage are identified, consideration should be given to the removal of the item or replacement with a design or product which is vandal resistant.

The procedure to be adopted when dealing with unrecoverable costs is outlined in [Appendix 7](#).

5.12.2 Adoption of highways

New roads, footways or cycleways (together with relevant land and structures etc) may be adopted as public highway by the County Council at the end of the relevant maintenance period, or otherwise as soon as practicable, provided they have been laid out and constructed to the required standard.

Landscaped areas, structures, soakaways, complex paving schemes, remote footways with complex lighting schemes or any other unusual highway layout or use of materials will only be adopted upon payment of a commuted sum to cover additional future maintenance costs.

The above policies should be made clear to developers during their initial application

It will be normal practice to adopt roads that have been laid out and constructed to the required standard, unless it is considered that there is insufficient utility to the public to justify the road being maintained at public expense.

Powers regarding the adoption of highways are predominantly covered by Sections 37, 38, 228 and 278 of the Highways Act 1980. The 'advance payment code' and the 'private street works code', covered by Sections 205 – 225 of the same Act, contain detailed provisions for the creation or making up of highways and leading to their adoption.

The County Council is not responsible for maintaining unadopted highways. However, under Section 130 of the Highways Act 1980, the County Council has a duty to assert and protect the rights of the public to use and enjoy a highway; and under 230 of the same Act, the Authority may serve notice on frontages to carry out repairs to remove danger to traffic or clear obstructions such as bollards or gates. Any action taken in respect of these must be in consultation with the Authority's Legal Services.

Further details of adoption procedures may be found in the 6Cs Design Guide

5.12.3 Audit check

An environmental audit check procedure will be used to ensure compliance with environmental issues contained within the policies and standards in all new highway works.

This is to ensure that all new works are carried out with regard to the existing policies of the County Council.

This audit procedure is to be developed.

5.12.4 (This section has been removed)

5.12.5 Builders skip on the highway

Builder's skips on the highway will be controlled to ensure adequate protection and signing.

Under section 139 of the Highways Act 1980, skips may only be deposited with the permission of the Highway Authority through the issue of a skip permit and will be subject to the supplying company paying the current fee.

Skips will be required to be signed, coned and lit at night in accordance with the conditions stated on the permit.

The local District Manager will assess the suitability of the proposed site and may impose conditions on the placing of the skip as necessary. This may involve restrictions as to location, timing or a refusal to grant permission if a hazard would be created.

Under Section 139 (11) of the Highways Act 1980, the owner of a skip will include persons hiring a skip in excess of 4 weeks. Therefore, permits will be issued for a maximum duration of 4 weeks. A new permit is to be issued for renewals exceeding this 4 week period which will incur further charging of the current fee.

The placing of a skip will be subject to the skip company providing written evidence of possession of at least £5 million public liability insurance.

The Police will be provided with a list of approved skip applications if requested. The procedure for this is arranged by the local District Manager.

The local District Manager will have local arrangements for dealing with the removal of unauthorised skips.

[Appendix 2](#) shows a sample skip permit together with current conditions of issue.

5.12.6 Charging for services

The County Council will charge for services as permitted under current legislation.

Under present Government legislation the County Council may charge for certain services it provides.

A list of these services and current charges is attached as [Appendix 5](#).

Annual reviews of these charges are undertaken and approved by the appropriate committee.

5.12.7 Chipping storage areas for surface dressing

Chipping storage areas on strategic routes and main distributor roads will be placed in appropriate locations clear of the carriageway.

Storage areas will be so provided to minimise spillage of materials onto adjacent verges and hedges.

Sites will be chosen, established and maintained to cause minimum intrusion into the local environment and ensure safe operation. Access routes will be considered to minimise nuisance to residents.

Local storage areas are provided to reduce disruption caused by the works and these policies are aimed at protecting the environment and reducing the transport distance of materials.

The cost of provision of storage areas is to be met from the surface dressing budget.

The siting of storage areas is to be carefully considered since they can be the cause of complaint due to their effect on the local environment both visually and because of the associated increase in traffic.

The Conservation Group will be consulted regarding proposed sites in order to avoid adverse impacts on wildlife habitats.

Storage areas must be adequately signed, guarded and lit as appropriate.

The site must be swept of chippings on completion of the works.

5.12.8 Consultation with Parish and Town Councils

The County Council will consult with relevant Parish and Town Councils.

To build on the success of Parish Partnerships, Parish and Town councils should be consulted on the following issues:

- Major highway improvement works.
- Traffic management schemes, including the introduction of new speed limits, weight restrictions, limiting vehicle movements or parking restrictions.
- Traffic calming schemes.
- Local safety schemes.
- Bridge works.
- New street lighting provision.
- School crossing patrols.

The local Parish or Town Council should be provided with an appropriate plan and description of the works and asked for comments in writing within a 4-week consultation period or a time agreed.

These Councils have a valuable role in providing feedback about local conditions and service provision and their views should be actively encouraged.

5.12.9 Cycling

Details of all policies, standards and procedures relating to the provision of cycling facilities and infrastructure are contained in the County Council Cycling Policy document.

Section 5.6.1 provides details regarding the provision of advance stop lines for cyclists at signal controlled junctions.

5.12.10 Design for new residential and industrial developments

New residential and industrial developments will be designed in accordance with the standards and guidelines contained within the 6Cs Design Guide.

This document contains the policies, standards and guidelines for the design of new residential and industrial developments and sets out the principles and minimum standards for the layout and dimensions of highways and paved areas within Nottinghamshire.

5.12.11 Dogs fouling the highway

The local District or Borough Council has responsibility for the removal of dog faeces on the highway and also operates the dog warden service for problems relating to stray or nuisance dogs.

Therefore all complaints or queries should be referred to the local District or Borough Council.

5.12.12 Drainage

Highway drainage systems will be provided and a risk based approach taken to maintenance to mitigate flooding or standing water on the highway and surface water within the road foundation or on carriageways, footways and cycleways.

Positive drainage will be encouraged for new highway schemes.

For highway drainage on residential developments, the use of soakaways/SUDS will only be permitted as an alternative to positive drainage systems where ground conditions are favourable. They will require special approval, which will involve the payment of a commuted sum and or S106 maintenance agreement.

General –

Drainage systems are provided to ensure that surface water is effectively removed from the carriageway, footways and cycleways as quickly as possible to avoid ponding and flooding which can cause inconvenience and danger to the public. Slow draining surface water may also cause structural damage to the road foundation, which should be avoided.

Section 100 of the Highways Act 1980 describes the duties of a Highway Authority with regard to drainage of highways, including powers to carry out work on adjacent land.

Where the highway is adversely affected by water flowing from adjacent property or land, the Authority may serve notice under Section 151 or 163 of the Highways Act 1980 to the owners of the property or land instructing them to take measures to eradicate this. The County Council's Legal Services section should be consulted before any action is taken under this section.

On residential developments, the use of sustainable urban drainage systems (SUDS) is encouraged in principle where the proposed surface water run-off is expected to be greater than that which occurs naturally from the catchment. However, careful consideration must be given to suitability of the ground conditions and particular attention given to the avoidance of possible damage to buildings, structures and highways etc. by using SUDS methods.

The use of porous asphalts may exceptionally be permitted, but only if ground conditions are demonstrably suitable. There has always been a long term problem with this material in that the interstices fill before the life of the road expires and accordingly there is a reluctance to use it.

Inspections and remediation –

The highway types (hierarchies) and their respective inspection frequencies are in accordance with the latest Code of Practice for Maintenance Management 'Well Maintained Highways', 2005 and local condition assessments. Appendix 8 of the Highway Network Management Plan summarises inspection frequencies and the maintenance of drainage elements should be carried out to the following schedule irrespective of road hierarchy -

Item	Frequency	Notes
Gullies and kerb offlets	Inspected during service inspection	Over the initial 3 year period of the Term Maintenance Contract the Contractor shall use the information initially provided by the Authority, supported by the information obtained by the Contractor during gully cleansing operations, to create a programme of gully cleansing based upon actual need for gully cleansing for the remainder of the term of the Contract.
Grips	Inspected during service inspection	Cleared as required following inspection.
Highway Ditches	Risk based approach to inspection	Cleared as required after inspection.
Piped Drainage	Risk based approach to inspection	Cleaned/jetted as required. Problem areas should be identified with a view to remedial works.
Culverts, Manholes, Catchpits, Soakaways, Grips, SUDS	Risk based approach to inspection	Cleaned/jetted as required.

Drainage defects should also be identified during footway or carriageway safety or service inspections.

Inspections of drainage elements should record defects as follows:

- i. gully and other gratings in carriageways and cycle tracks which have slots more than 20mm wide parallel to the normal flow of pedal and motor cycles.
- ii. worn ironwork which constitutes a skidding hazard to pedal and motor cyclists in wet conditions.
- iii. cracked or broken items, which may be in danger of collapse/failure.

- iv. differential levels exceeding 25mm between drainage components and the carriageway, footway or cycle track .
- v. differential levels exceeding 25mm between drainage components.
- vi. rocking or loose gratings and/or covers with a relative movement under load exceeding 25mm or causing noise disturbance to nearby residential properties.
- vii. ditches, culverts, grips or gullies which require cleaning/emptying.
- viii. cracked or blocked headwalls or outfalls.
- ix. areas of standing water sufficient to cause a hazard.
- x. obstructions to the effective inflow of water to the drainage system

Gully and other gratings with slots parallel to the normal flow of traffic should not be used. If present, they should be replaced whenever adjacent carriageway or drainage works are being undertaken but not as a matter of course. However, slots exceeding 20mm in width may cause a severe hazard to cyclists and the cover should be replaced as a matter of urgency.

Any gully cover or frame considered dangerous should be replaced as soon as possible.

Areas and locations susceptible to flooding problems should be identified and an appropriate list maintained. Remedial works should be carried out within the available budget and have regard to the following considerations:-

- Location of flooding – carriageway, footway, cycleway, adjacent dwelling or adjacent land.
- Effects – inconvenience to-highway users and householders/property owners
- Frequency and amount– number of times per year flooding occurs and the intensity of the rainfall with the length of time it persists.
- Benefits of works – whether causing accidents, structural damage, winter liability or loss of amenity value.

The first priority when dealing with any flooding incident is to address and remedy any significant safety hazard or flooding of property. Instances of flooding will be dealt with as they occur, including the erection of temporary 'Flood' warning signs.

Design of drainage systems –

The design of highway drainage schemes should normally allow for the following storm return periods:

- Normal – 1 in 1
- Large Gradients – 1 in 2
- Areas prone to flooding – 1 in 5
- Time of entry - 4 minutes.

The spacing of gullies should be calculated in accordance with HA102/00 "Spacing of Road Gullies".

The design and installation of soakaways should be in accordance with –

1. Building Research Establishment (BRE) Digest 365 ‘Soakaway design’
2. Construction Industry Research & Information Association (CIRIA) Report 156 “Infiltration Drainage – Manual of Good Practice”
3. Environment Agency Good Practice Note 2

Soakaways –

Soakaways are not preferred as part of a highway surface water management system as their traditional use has been to take roof drainage or small paved areas, however, they are permissible in certain circumstances. Soakaways may be sited within any part of the adoptable highway subject to structural calculations being provided to show that anticipated loading on the system can be tolerated without detriment. It is unlikely that soakaway systems will be allowed for other than parts of small residential developments. In some circumstances, linked soakaways are likely to be more effective than a single individual soakaway.

The consent of the Environment Agency will be required to discharge surface water from a soakaway system. In some locations, the Environment Agency will promote the use of soakaways to alleviate falling water tables. Designers must assess the risks to controlled watercourses (EA Good Practice Note 2) by infiltration and conventional positive drainage systems.

Where developers are considering the use of soakaways, they must establish the soil conditions and hydrology, both of the site and downstream of the site, at an early stage in the planning process. The underlying soil must be suitable for the proper functioning of a soakaway system and the incoming water quality must not cause pollution of surrounding ground or nearby aquifers.

The location of the soakaway must not affect the structural integrity of the highway, or adjacent buildings or structures (soakaways are usually sited at least 5m away from buildings or structures). The effects downstream should be assessed, where water logging should also be avoided. The consequences of a soakaway tank becoming full due to the rainfall exceeding the design condition should also be assessed.

To work effectively, the soakaway should be at least 1m above the highest recorded groundwater level and the adjacent soils should have an infiltration rate greater than 10mm/hr. Catch pits or silt traps should be provided where appropriate as part of the soakaway system to reduce the likelihood of silting of the soakaways.

The provision of a soakaway system requires the specific approval of the local District Manager. A comprehensive plan of the proposed surface water management system shall be supplied together with detailed calculations for each soakaway or soakaway system. Such calculations shall include infiltration and discharge adequacy, and structural calculations. Designs from

manufacturers of proprietary systems will be considered, provided they are site specific.

A soakaway system should have a design life of 50 years, which shall be so certified by the developer. A commuted sum equal to the estimated cost of the complete replacement of the soakaway system (including consequential reinstatement of the overlying surface treatment) shall be deposited with the County Council by the developer following satisfactory completion of the installation and prior to formal adoption.

5.12.13 Earthworks

Highway embankments and cuttings will be maintained in a stable condition.

The collapse of even short sections of earthworks can have very serious implications for public safety, disruption of travel and underground utility services.

There are no standards for remedial earthworks and each problem must be assessed separately using appropriate specialist geotechnical advice where necessary.

Earthworks do not normally deteriorate in a predictable manner and for this reason failures and instabilities will be dealt with as they occur.

The current Code of Practice on Maintenance Management recommends that significant embankments and cuttings should be defined and an inspection regime identified. A Risk based approach will be taken to the maintenance of embankments and their inspection.

If instability of highway earthworks has affected land outside the highway, it may be necessary to acquire such land or take licence over it in order to provide a solution. Advice from Legal Services will be required in this instance and the procedure prescribed by them in this regard should be followed.

5.12.14 Graffiti

Graffiti will be removed where appropriate to protect County's historic and architectural structures, maintain the environment and prevent offence to highway users.

Graffiti will be removed from highway structures and street furniture where it is offensive or creates a danger to road users.

Where possible and economic, the removal of graffiti should be recharged to the persons responsible following the guidance contained in Section 5.12.1.

5.12.15 Health and Safety

The County Council's Health and Safety Officer will be made aware of all Health and Safety related incidents, discussions and negotiations and all matters which involve the Health and Safety Executive.

The Environments and Resources Principal Health and Safety Advisor is the first point of contact for all highway related health and safety matters and should also be involved in all regular Divisional Health and Safety meetings.

The Principal Health and Safety Advisor is based in the Health and Safety Section of the Policy, Planning and Corporate Services Division based at Lawn View House.

5.12.16 Highway boundaries

The County Council will only address alleged encroachments onto the public highway where there is a clear benefit to users of the highway.

Where encroachments are caused by shop advertising boards or displays the comments contained in section 5.7.12 and guidance given in the County Council leaflet 'Advertising boards and displays of goods on the highway in Nottinghamshire' should be followed.

The initial assumption is that the highway extends between boundaries. Land ownership is not often challenged as the County Council does not hold third party title deeds. Some old deeds show ownership to the middle of a road which is accepted and does not in general conflict with the presence of highway rights.

It should be understood that there is a clear distinction between land ownership and the presence of highway rights for users.

Where highway boundary disputes are raised, an opinion of the boundary position based on available evidence may be provided following consultation with Legal Services.

Legal Services will normally recommend that this information be provided after full consideration of the impacts on individuals and the public.

It should be noted that the Highway Authority cannot define the boundary legally as this is a matter for the Courts.

All discussions or actions relating to disputes should be recorded in writing.

5.12.17 Highway inspections

All features of the Highway, including carriageway, footways and cycleways will be inspected at regular intervals depending on the road hierarchy and the type of inspection being carried out.

Inspections are split into two categories corresponding to the maintenance objectives, Network safety and Network serviceability. The inspections are:

- Safety Inspections – These are designed to identify all defects likely to cause danger or serious inconvenience to road users or the wider community. They are normally undertaken from a slow moving vehicle unless this would be impractical, for example in busy built up areas.
- Service Inspections – These are intended to identify defects on the highway which are not safety related, but nonetheless cause a loss of serviceability to road users. These include such items as dirty/faded road signs or damaged boundary fences.

The inspection frequencies are in accordance with the Highway Inspection Manual (December 2014) and as detailed in [Appendix 8](#) along with the various categories of defect.

Safety and Service Inspections should be combined where appropriate.

When the Safety Inspection is driven it is a two person operation to complete safely.

Where dangerous defects are observed during safety inspections, the inspector should endeavour to make safe the defect immediately if practicable, though this should not delay progress of the inspection unduly. Dangerous defects should be repaired or made safe within 24 hours.

The following list suggests defects which should be identified during Safety Inspections. Although comprehensive it is not exhaustive and additional items identified by the Inspector should also be included:

- Debris, spillage or contamination of highway surface.
- Displaced road studs.
- Overhead wires in dangerous condition.
- Vandalism.
- Abrupt changes in level of highway surface on the footway or carriageway.
- Potholes, cracks or gaps in highway surface.
- Edge deterioration of the highway surface.
- Missing or broken ironwork.
- Standing water or water being discharged onto the highway.
- Blocked drains.

- Damaged, defective, missing or misleading traffic signs.
- Missing or badly worn road markings.
- Damaged safety fences or other barriers.
- Obscured sight lines due to trees or other vegetation growth.

Whether these defects should be treated as dangerous will depend upon the following:

- Likelihood of damage or accident occurrence.
- Depth, surface area or other extent of the defect.
- The location of the defect relative to other highway features such as junctions or bends.
- The location of the defect relative to other road users or particularly vulnerable users. Examples include outside sheltered or elderly person's homes.
- The nature and extent of interaction with other defects.
- Forecast weather conditions, especially considering the potential for freezing of standing water.

Defects relating to utility apparatus or reinstatements should be directed to the relevant utility company for action as soon as possible, under section 72 of the NRSWA 1991. This should be within a timescale decided by the Inspector to be reasonable and in line with relevant NRSWA Codes of Practice.

Service inspections should identify defects or other items or work which may be placed on a pre-planned programme of works.

[Appendix 8](#) summarises inspection frequencies and the revised road hierarchies.

5.12.18 Materials

The disposal of surplus materials from roadworks sites will be controlled to encourage recycling and to reduce landfill requirements.

To facilitate re-use of materials contract specifications will be written to require the incorporation of recycled material where feasible and economic.

Wherever possible traditional materials will be re-used on site or stored for re-use elsewhere.

The selection of materials to be used in all highway works especially in conservation and pedestrian areas will take into consideration the adjacent buildings and surrounding environment.

The use of products which are known to be harmful to the environment will be minimised.

Products containing peat will not be used.

Where there is no alternative than to use products known to be harmful, their use will be restricted and operatives must abide with relevant risk assessments and safety audit sheets.

These policies will also reduce the need to dispose of material in landfill, use virgin aggregate and also supports the County Council's sustainability policies.

Further details of County Council policies on the use of recycled material, maintenance techniques and other materials are contained in the County Council Materials Policy document, which is currently being reviewed.

5.12.19 Materials storage or excavation in the highway

Materials storage on the highway will only be allowed in exceptional circumstances and subject to the prior approval of the Highway Authority.

Where an individual or company which is not a utility company has reason to excavate in the highway to access apparatus or repair services a licence allowed for under Section 171 of the Highways Act 1980 is to be issued by the relevant local District Manager.

Prior to placing any materials on the highway the contractor or individual must obtain a Section 171 licence. All materials will be cleared from the highway at the termination of the works. The highway will be left in a clean and tidy condition. Any damage caused to the footway or carriageway will be made good to the satisfaction of the Highway Authority.

Individuals or companies which are not a utility wishing to install apparatus in the highway must obtain a licence under Section 50 of the New Roads and Streetworks Act 1991 issued by the Area Offices.

[Appendix 10](#) is a copy of a Section 171 licence with current conditions of issue.

5.12.20 Mud or dung on the highway

The presence of mud or dung on the highway shall be risk assessed to determine the appropriate action, including the clearing of the hazard as soon as possible.

- A. At locations where mud or dung is deposited on the highway by animals the affected area will be cleaned as necessary by the Highway Authority following inspection.

Where this is a regular occurrence consideration should be given to the erection of signs to Diagram 557 of the Traffic Signs & General Directions Manual, warning that the road may be slippery.

- B. Where mud or debris is deposited on the highway by a person using plant or machinery which constitutes a hazard to road users then the person responsible should be instructed to clear the hazard as soon as possible. The person should also be instructed to make arrangement to remedy the cause of the mud or debris if this is likely to reoccur.

If large amounts of mud or debris are present on the highway and if the person responsible cannot organise clearance within a reasonable timescale or if they are not on site, arrangements should be made by the Highway Authority for the area to be swept.

The person responsible should then be given early advance notice of being recharged the cost of the cleaning operation in writing.

The involvement of the Police is recommended in such situations as this can assist in the subsequent recharging of costs and also aids any future prosecution.

In both situations consideration should be given to traffic control whilst cleaning is in operation or whilst waiting on site for the arrival of mechanical sweepers.

Section 161(4) of the Highways Act 1980 creates an offence of allowing any filth, dirt, lime or other offensive matter to run or flow onto the highway from adjoining premises for which an offender may be summonsed to appear before a Magistrates Court.

5.12.21 Park and ride sites

Advertising at Park and Ride sites will be permitted.

Such advertising would also need the approval of the local Planning Authority.

The siting of advertising must not interfere with the normal operation of the site or vehicle sight lines.

Under no circumstances will trading be permitted on these sites.

5.12.22 Private items or memorials placed on the highway

1. Highway Authority approval in advance is needed for all private items placed in the highway.

This policy is intended to include items such as seats, commemorative memorials or pieces of art or planters and will not require public liability insurance where these have been approved by the Highway Authority.

Approval for the placing of seats or planters may be subject to the payment of a commuted sum for the maintenance of the items.

The inspection and maintenance of these items will be carried out routinely in accordance with current County Council standards.

The item should not affect traffic sight lines or cause obstruction to highway users.

The placing of certain items may be subject to planning consent obtained from the local Planning Authority or under a Section 278 Agreement.

2. The County Council will permit the erection of memorials on the highway verge.

These memorials are normally requested by relatives following fatal road traffic accidents. The following criteria will apply to their erection:

- i. The agreement of any adjoining landowner is obtained.
- ii. The memorial must not exceed 600mm in height or 600mm in width and must be reasonably removable.
- iii. The memorial may have an engraved plaque.
- iv. The site must be approved in advance by the local District Manager.
- v. The memorial should not affect traffic sight lines or cause obstruction to highway users.
- vi. The Highway Authority cannot accept responsibility for the maintenance or liability of the memorial.
- vii. The applicant should be informed that the memorial may be removed at a future date if required by the County Council.

The placing of the memorial may also require planning consent obtained from the local Planning Authority.

5.12.23 Roadside trading

The County Council will not object to, or act to remove roadside traders provided certain criteria are met.

The following criteria should be adopted for requests for permission to trade on the highway:

If the request is located on a 'Consent Street' designated by the District or Borough Council under the provisions of the Local Government (Miscellaneous Provisions) Act 1982, then the application should be referred to the District or Borough Council with highway related comments provided by the local District Manager.

If the request is not located on a 'Consent Street', the County Council will not object or act to remove traders provided that:

- i. No road safety hazard or danger is caused.
- ii. The highway is not damaged.
- iii. The District or Borough Council does not object on planning, environmental health or other grounds.
- iv. Police approval is granted.
- v. The trader holds £5 million public liability insurance cover and the County Council are formally indemnified.
- vi. All litter is removed.
- vii. Any signs placed on the highway comply with current guidance (refer to the advertising boards and displays guidance leaflet).
- viii. The facility is removed completely at the end of each day and in no way forms a permanent fixture.
- ix. Only one facility is allowed at an individual location.
- x. No nuisance is caused to neighbours or adjacent landowners.
- xi. There is sufficient space remaining in the lay-by or other location for safe and adequate parking of other vehicles. This includes allowances for additional traffic likely to be generated by the facility.
- xii. Any site specific criterion required by the local District Manager is complied with.
- xiii. The trader should be informed that the County Council may require the removal of the facility at any time and without notice.
- xiv. The trader should also be informed that the County Council may order the closure of the lay-by or carriageway for maintenance or other purposes and no liability will be held for loss of trade or earnings.

Roadside trading is technically a highway obstruction unless permission is granted by the Highway Authority under Section 115 of the Highways Act 1980. However, in complying with the above conditions a facility will be allowed to operate without formal licensing.

5.12.24 Scaffolding

Scaffolding or hoarding erected in the highway will be licensed by the County Council.

Scaffolding or hoarding will only be permitted when the safety of the public is fully protected and disruption of traffic kept to a minimum and a current permit issued.

Control of scaffolding on the highway is detailed in Section 169 of the Highways Act 1980.

gives a sample permit together with current conditions of issue.

Applications for scaffolding/hoarding will be charged for at the current rates as detailed in .

5.12.25 Unauthorised encampments on the highway

A policy on this subject relating to the highway aspects of unauthorised camping on the highway is being developed.

If valid complaints are received regarding encampments on the highway the current procedure will be for the local District Manager to instruct Property Services to serve the necessary papers and institute Order 24 County Court Rules 1981 proceedings in the local County Court.

Details of damage caused to the highway should be referred to the County Council Legal Services for advice as to whether the situation would be covered by insurance or whether litigation should be commenced.

Where the encampment is on private land, but causes nuisance or obstruction to the highway, and the owner cannot be identified or contacted then Legal Services should be consulted as action may be taken under the Criminal Justice and Public Order Act 2003 to secure eviction from the site.

5.12.26 Use of the highway for other purposes

Consideration will be given to applications for the use of the highway for other purposes.

This may include such things as street cafes or fetes for which a licence issued under Section 115 of the Highways Act 1980 is required.

Commercial or profit-related events or displays will not be allowed to take place on the highway. However, community related activities, charity fundraising or recruitment activities for public/armed services will be allowed subject to the approval of the local District Manager.

5.12.27 Road Safety Audits

All improvement schemes having an estimated value over £5000 that involve permanent change to the highway will be subject to the Road Safety Audit process. This does not include maintenance schemes which involve 'like for like' replacement or refurbishment of existing highway features. It does not include temporary traffic management schemes.

A Road Safety Audit will be carried out at each of the following stages by the County Council's Accident Investigation Unit (AIU) –

Stage 1 Audit - Preliminary Design - Scheme concept phase

Stage 2 Audit - Contract Drawings - Completion of detailed design

Stage 3 Audit - Post Construction - Completion of construction

On completion of each road safety audit stage, the AIU shall submit a report to the Project Manager for the individual project. The Project Manager shall then provide a formal written response to the AIU.

Road Safety Audits apply operational casualty reduction experience to the design and construction of new highways, and highway improvement projects. The aim is to reduce the risk of road accidents that might occur after construction.

The Project Manager for an individual project is responsible for commissioning from the AIU Road Safety Audits at each of the appropriate stages. The AIU shall appoint an Audit Team, which shall comprise a lead auditor and an assistant auditor. Observers or "shadow" auditors may accompany the audit team to gain experience of audit practice. A representative of the Police will be invited to attend in the case of Stage 3 audits.

The Audit Team will identify and address problems using knowledge and experience gained from accident reduction schemes, accident investigation, research, and previous audits. A representative of the Police will be invited to attend in the case of Stage 3 audits.

Interim audits may be required by the Project Manager between stages, for example, where a design has reached a key decision stage, or where construction is completed on a particular element of a larger scheme.

On completion of each road safety audit stage or interim stage, the AIU will send a report to the Project Manager. Upon receipt of the report, the Project Manager shall liaise as necessary with the Project Promoter and provide a formal written response to the AIU. Where any recommendation in the AIU's report is not to be followed, the reason shall be outlined in the formal response.

The auditing process will generally follow the principles contained in the Highways Agency Standard "Design Manual for Roads and Bridges Volume 5, Section 2, Part 2, HD 19/03". This is intended for use on Trunk Roads and Motorways, however its use is "commended to other highway authorities".

Variations between normal County Council practice and HD 19/03 are shown in [Appendix 18](#).

5.12.28 Departures from Standards

Requests for departures from standards shall be considered by the Departures Team and dealt with in accordance with the relevant approved procedures.

A record of all decisions will be maintained by Highway Assets & Development Team.

Occasionally, in response to particular constraints or circumstances, developers/designers seek departures from current standards. The County Council has a general presumption against departures from standards; however, in exceptional circumstances consideration may be given to requests for them. Procedures have been developed to cater for both external and internally generated requests to provide a clear, auditable process.

Detailed procedures, procedural flow-charts and pro-forma can be found at [Appendix 19](#). The pro-forma are designed for electronic use and are available from either the Council's Intranet or Highway Assets & Development Team.

5.12.29 CCTV Equipment on the Highway

For the purposes of targeting crime and anti-social behaviour, CCTV equipment may be installed on a permanent or temporary basis subject to the approval of the Highway Authority.

A temporary installation is one where CCTV equipment is fixed to a street lighting column for a maximum period of 3 months to target crime and anti-social behaviour as required. A permanent installation is one that is sited on a purpose built post to address longer-term issues.

The application, authorisation and installation processes vary for permanent and temporary installations. In both cases, the support of the Crime and Disorder Reduction Partnership will be required. These processes are detailed in the Conditions, the Permit Request Form and the Application Form found in [Appendix 20](#).

Temporary CCTV equipment belonging to 3rd parties in the public highway can be installed and removed by the Highway Authority or alternatively private contractors who have the necessary accreditations and competence to carry out safely all elements of the works within the public highway. The specific requirements are stated in the guidance note for temporary CCTV equipment and the Permit Request Form. Maintenance of temporary CCTV equipment is the responsibility of the owner of the equipment and can be carried out once removed from the lighting column.

Permanent CCTV equipment belonging to 3rd parties, including ducting and associated connection to power supply, shall only be installed, maintained and removed by private contractors who have the necessary accreditations and competence to safely carry out all elements of the works within the public highway. The specific requirements are stated in the Section 50 Application Form, which must accompany the Permanent CCTV Application Form.

The promoter is required to undertake suitable risk assessments, which must include the potential effect of any nearby vegetation on camera sight lines. As part of the application process, permanent CCTV equipment including supporting posts shall be subject to aesthetic approval in terms of construction and location to ensure that visual intrusion and street clutter is kept to an absolute minimum.

CCTV Equipment will only be permitted on lighting columns that are in good condition. Any column testing required will be organised by NCC and recovered from the applicant. The lighting column should have no other existing attachments and the loading should not be greater than that experienced from the mounting of a solid sign not exceeding 0.3 sq.m. The promoter will be required to provide structural calculations to demonstrate this.

Highway Authority charges are detailed in [Appendix 5](#).

5.12.30 Pavement Café Licences

Licences to operate a Pavement Café on the public highway are available from the Highway Authority (subject to terms and conditions).

Details of the application process and an outline of the requirements are available on the public website along with the application forms.

Current costs are contained in the charges for services report.

Nottinghamshire Council recognises the potential of public spaces to create attractive environments which are appealing to residents, shoppers and visitors alike and wishes to encourage traders to promote their business activities in a way that enhances the streetscape and is sensitive to the needs of all highway users.

Section 115 of the Highways Act 1980 provides Local Authorities with the power to grant permission for the placement of objects and structures on, in or over a public highway for the purpose of producing an income; pavement café licenses are issued using these powers.

The duration of all future pavement cafe licenses shall be five years. If licensees wish to continue operating a pavement café beyond this period it will be necessary for them to obtain a new license.

No grace period is applicable between the expiry of an existing license and the granting of a new license.

Highway Authority charges are detailed in .

[Appendix 16](#) gives a sample permit together with current conditions of issue.

Appendix 1: List of documents associated with Highway Network Management Plan

The following documents are published by the County Council (other Partners) and form an intrinsic part of the Highway Network Management Plan.

6Cs Design Guide

Advertising boards and displays of goods on the highway in Nottinghamshire

Code of Practice for Traffic Management at Road Works

County Policy for Materials for Highway Maintenance and Construction

Cycling Design Guide

Guide to the Making of Gating Orders on Highways and Public Rights of Way

Guidance Note 'Privately Funded Highway Works (dated January 2001)

Health and Safety Code of Practice

Highway Inspection Manual (April 2009)

Management Protocol for Multi-Agency Floods Response

MHA Standard Details

Street Lighting Guide/Code of Practice

Traffic Calming Design Guide

Traffic Regulation Order Manual

Tree Conservation and Maintenance Policy.

Winter Service Operational Plan

Appendix 2: Skip Licence Application

CONTROL OF BUILDERS SKIPS –
HIGHWAYS ACT 1980 SECTIONS 139 & 140
APPLICATION TO DEPOSIT A BUILDERS SKIP ON A PUBLIC HIGHWAY

No skip may be placed on the highway without this written consent. 2 full clear working days from receipt of this application will be required by the Highway Authority prior to the issue of the permit approval.

APPLICATION

Address at which skip is to be sited

.....

No. of skips Size of skip(s)m xm
 Skip(s) to be sited from/...../..... to...../...../..... (inclusive)
 Nature of work at where skip(s) is/are to be sited

DECLARATION

I/We have received and signed a copy of the Nottinghamshire County Council Standard Conditions for the placing of skips on the highway giving my/our undertaking to observe and abide by the conditions contained within that document as well as any other additional conditions which may be listed as part of this Permit including the payment of the associated application fee.

Name of skip company
 Tel. No. Fax No
 E mail Address Signed
 (for skip owner) Print Name Position within
 company Date/...../.....

APPROVAL For office use only

Nottinghamshire County Council, in exercise of their powers pursuant to Sections 139 & 140 of the Highways Act 1980, **GRANTS / REFUSES*** permission for the placing of the skip(s) specified above for the stated period, in accordance with the said Standard Conditions. (*delete as appropriate)

The following special conditions also apply.....

Payment received YES / REQUIRED (delete as appropriate)

Permit No. Date/...../.....

Signed (on behalf of the Highway Authority)

NOTTINGHAMSHIRE COUNTY COUNCIL STANDARD CONDITIONS

CONTROL OF BUILDERS SKIPS - HIGHWAYS ACT 1980 SECTIONS 139 & 140

APPLICATION TO DEPOSIT A BUILDERS SKIP ON A PUBLIC HIGHWAY

In order to place a builder's skip on the highway you are required to obtain a permit for each location from the Highway Authority. This will only be issued to you subject to your undertaking to observe and abide by the conditions listed below as well as any other conditions the Highway Authority may deem necessary. Such additional conditions will be contained within the Skip Permit itself. You should be aware that should you fail to observe and abide by these conditions then you will be liable to prosecution under the above named Act.

You should now read and familiarise yourself with the conditions listed below. Only when you have fully satisfied yourself that you understand these and undertake to observe and abide by them should you sign the declaration to that effect at the end of this document. You should then return one signed copy to the Office that issued you with this document and keep the other copy for reference. These conditions will remain in place until either or both legislation or policy changes require their revision. If this should happen you will be required to sign a new document giving an undertaking to observe and abide by the revised conditions.

CONDITIONS

The building skip shall not exceed 6.1m in length by 2m in width and shall comply with the specification detailed in the attached sheet.

The builders skip shall be placed in such a position to be clearly visible to traffic approaching from either side at a distance of not less than 75m. It shall neither be placed within a distance of 20m from a road junction, nor in such a position as to impede surface water drainage nor obstruct access to property, fire hydrants, gullies, manholes, and apparatus of any utility, nor be placed in such a position as to contravene any Traffic Regulation Order or Regulation made under the Road Traffic Acts. It shall not be placed in such a position as to partly or wholly obstruct a footway without the express permission of the Area Manager or his representative, to be granted only after consultation with the Police and conditional upon a minimum 1.2m wide pedestrian walkway being established in the carriageway, delineated with pedestrian barriers, signs and cones in accordance with the requirements of Chapter 8 of the Traffic Signs Manual 1991. Further advice and guidance on this matter may be obtained from the District Manager or his representative.

The builders skip shall not be left on the highway for longer than is necessary and in any event shall be removed or repositioned by the owner of the skip if required by the Police or the District Manager or his representative.

The skip owner is responsible for ensuring that the building skip is adequately lit by at least four lights, one at each corner, during the hours of darkness and guarding shall conform to the requirements of the Traffic Signs Manual 1991, Chapter 8 paragraphs 2.3.7.7 and 2.3.7.8, published by The Stationary Office. The guarding shall consist of a line of 4 cones on the approach set at 45° to the edge of the carriageway and during the hours of darkness a road lamp must be placed between each pair of cones. The skip must be marked with a marking which complies with schedules 1 and 2 of The Builders Skips (Markings) Regulations 1984, also attached. You are also responsible for ensuring that all signs, cones and barriers are maintained, repositioned and kept in a clean legible condition and all lights are lit when required.

Any builders skip placed on the verge shall be guarded by at least 2 cones, one at each of the two corners of the skip nearest to the carriageway and shall be lit by at least two lights, one at each of the two corners nearest the carriageway during the hours of darkness. there shall be a minimum clearance of 500mm between the skip and the edge of the carriageway.

The builders skip shall be removed from the highway as soon as is practicable after it is filled and with netting or sheeting to prevent the loss of materials during removal and transit to the disposal site.

The skip owner should ensure that all possible precautions are taken to prevent damage to the highway. Any damaged caused must immediately be notified to the District Manager or his representative and any spillage on the highway shall be removed immediately

During use the contents of the builders skip shall be kept damped down to prevent nuisance from dust and any spillage on the highway shall be removed immediately.

This approval to place the builders skip on the public highway is in respect of a siting outside the premises where building is in progress and the builders skip shall not be placed in any other position without the prior approval of the District Manager or his representative.

The builders skip shall not be used for the deposit of putrescible, noxious or offensive matter or hazardous products which must be disposed of in accordance with the manufacturer's recommendations.

The person or firm placing a builder's skip on the highway shall be responsible for the removal and proper disposal of all materials placed therein whether by such person or any other person with or without authority.

Following the introduction of the Local Authorities (Transport Charges) Regulations 1998 it is now practice for Highway Authorities to charge skip companies for consideration of their applications to place skips on the highway. Nottinghamshire County Council has therefore introduced the non returnable charge of £30.00 per application. A further charge of £7.00 will also be included on the monthly invoice to cover the additional administration costs if the total is below £50.00. Companies that fail to have the necessary licence will incur an Inspection Fee of £72.00 plus the licence fee per skip. Please note the Highway Authority reserves the right to refuse requests to place skips on the highway if these payments are not received.

- 1) The skip owner and any successors in title will indemnify the County Council or it's Agents as the Highway Authority against any liability, loss, claim or proceeding whatsoever arising under the Statute or Common Law in respect of the placing, lighting, marking and maintaining of the builders skip on the highway or its removal there from. The sum covered by the policy to **BE £5MILLION FOR ANY ONE EVENT, AND INSURANCE SHOULD ALWAYS CARRY AN INDEMNITY TO PRINCIPAL CLAUSE.**

Please be advised that the Highway Authority will usually require 2 full clear working days advance notice of your intention to place a skip within the highway. This will allow sufficient time for the relevant checks to be undertaken to process the application and grant approval. Where circumstances permit the Highway Authority may approve individual applications in a shorter time scale, however, this will not be the norm and should not be expected. Applications made on shorter time scales may therefore be refused.

Attention is drawn to the following provisions of the Highways Act 1980:-

Section 139(4) - If an owner fails to comply with any of the conditions subject to which permission was granted he shall, subject as mentioned therein, be guilty of an offence liable on summary conviction to a fine.

Section 139(10) - Provides that nothing in the Section shall be taken as authorising the creation of a nuisance or a danger to users of the highway or as imposing on a Highway Authority by whom a permission has been granted under the Section any liability for any injury, damage, or loss resulting from the presence on a highway of the skip to which the permission relates.

Section 140 - Empowers the Highway Authority or a Police Officer to require the removal or repositioning or to remove or reposition a builders skip deposited on the highway, even though it was deposited in accordance with the Highway Authority's permission, to recover from the owner of the skip the cost of such removal or repositioning, and to dispose of a skip which is not collected by its owner. Failure to comply with a request to remove or reposition a skip under the Section may result in a fine.

Consideration will be given for an extension of the period of this consent and any application for such an extension must be made in writing to the District Manager 48 hours prior to the expire of the permission.

I/We give my/our undertaking to observe and abide by the conditions set out above.

Name of company.....

Address of company

.....
.....
.....
.....
.....

Signed (for skip owner).....

Position within company.....

Date/...../.....

SPECIFICATION FOR BUILDERS SKIP

Builders skip means a container designed to be carried on a road vehicle and to be placed on a highway or other land for the storage of builders materials or the removal and disposal of builders rubble, waste, household and other rubbish or earth and shall comply with the appropriate Department of the Environment Construction and Use regulations.

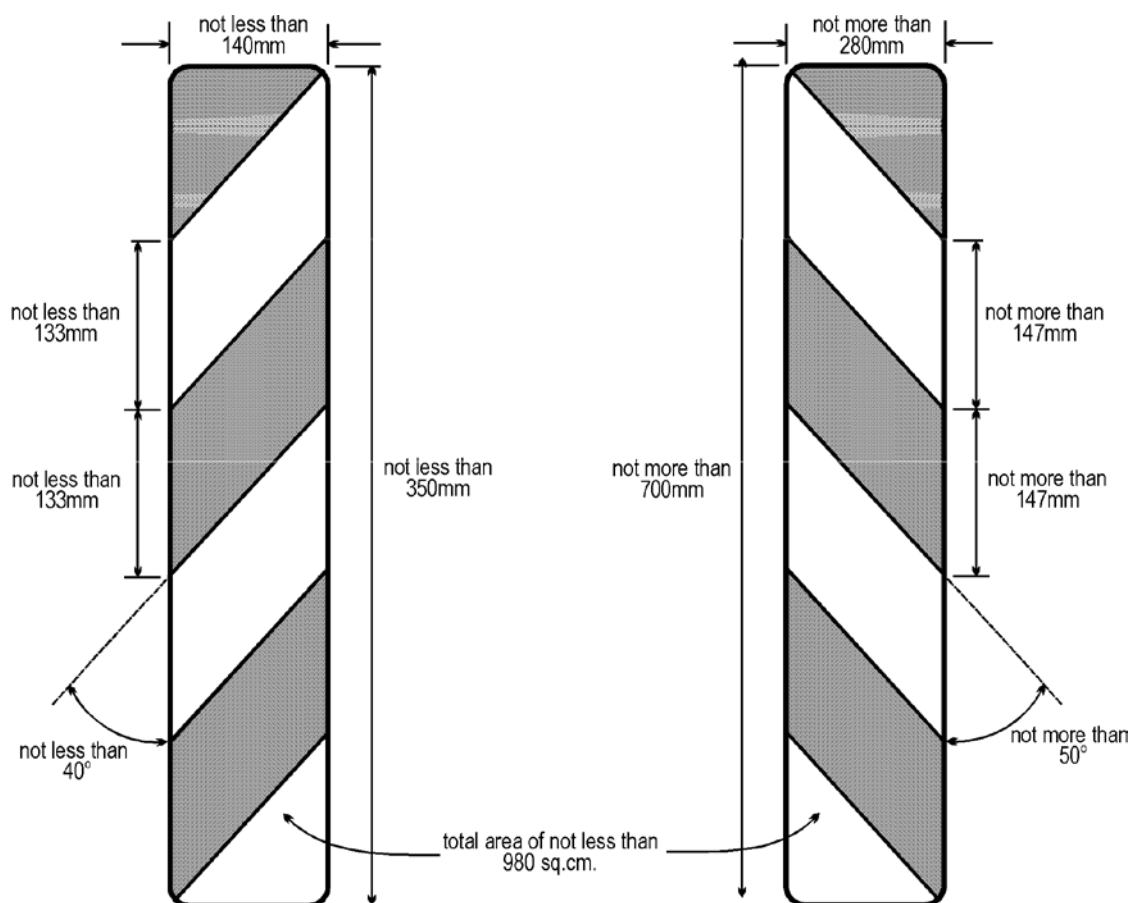
The builders skip shall not exceed 6.1m in length by 2m width.

Builders skip shall comply with the Traffic Signs Manual, Chapter 8, Appendix 3. Both ends of the builders skip shall be painted yellow and signed with two reflectorised plates as per Schedules 1 and 2 of The Builders Skips' (Markings) Regulations 1984, see attached. (i.e. 4 reflectorised plates in total, 2 on each end).

Provision shall be made for at least four yellow lights (one at each corner) to be fixed securely to the skip.

The builders skip shall be clearly and permanently marked with the owner's name and telephone number or address.

SCHEDULE 1

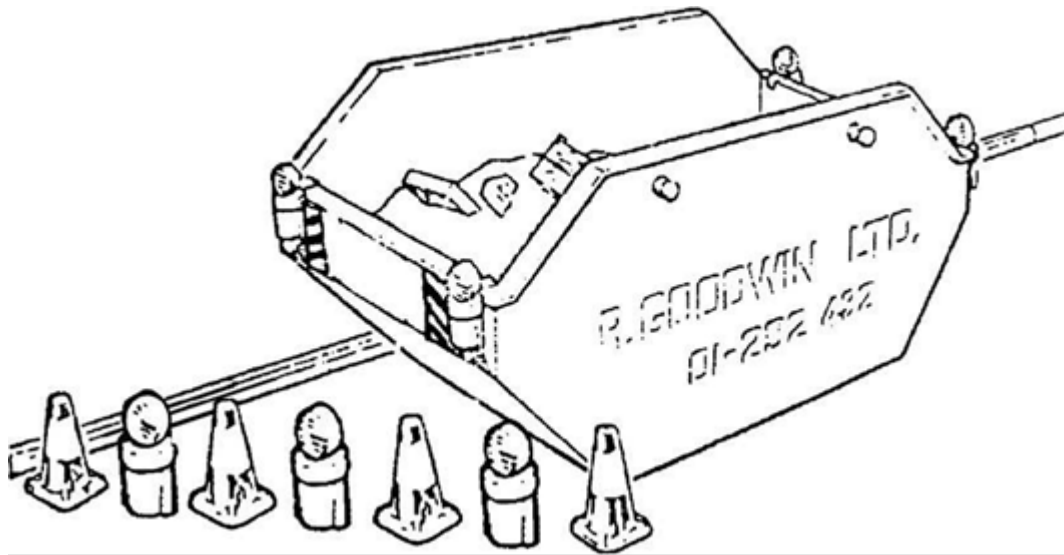
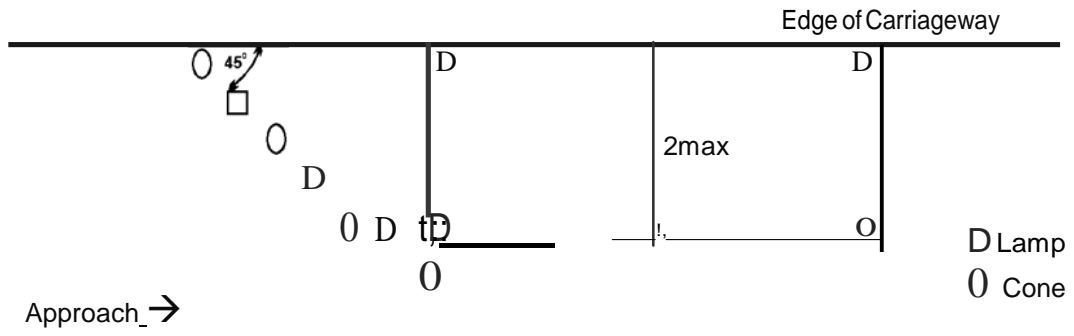


SCHEDULE 2

(Regulation 3)

Requirements as to markings:

- 1) The marking specified in Schedule 1 shall consist of two plates of equal size and the same shape as one another.
- 2) Each such plate shall comply with the requirements specified in the British Standard Specification for Rear Marking Plates of Vehicles issued by the British Standards Institution and published on 1st April 1970 under number BS AU 152: 1970 and shall be marked as provided in paragraph 5 of that Standard.
- 3) The two plates comprising the marking shall be securely attached to the end of the builder's skip in such a manner that-
 - a) each plate is as near to an outer edge of the skip as the construction of the skip allows, so, however, that no part of any plate projects beyond an outer edge of the end of the skip;
 - b) the innermost edge of each plate is parallel to and the same distance from the vertical plane passing through the longitudinal axis of the skip;
 - c) the upper edge of each plate is parallel to and the same distance from the upper edge of the end of the skip;
 - d) no part of either plate is attached to-
 - i) any lid, or
 - ii) any door except in a case where a door is the only place to which the can possibly or conveniently be fixed; and
 - e) the upper edge of each plate is-
 - i) not more than 1.5 metres from the ground, and
 - ii) not lower than the upper edge of the skip save in so far as this may be necessary on account of the construction of the skip, the provisions of Regulation 4 or the provision of sub-paragraph (i) above.
- 4) The stippled areas in the diagram in Schedule 1 shall be of red fluorescent material, and the unstippled areas in that diagram shall be of yellow reflecting material.



Note: Dimensions are in metres

Appendix 3: Standard Scaffold/Hoarding Licence & Conditions

STANDARD SCAFFOLD/HOARDING APPROVAL LETTER TO BE ON HEADED PAPER

Dear Sir/Madam

CONTROL OF SCAFFOLDING ON HIGHWAYS - HIGHWAYS ACT 1980
SECTIONS 169, 172, 173 & 174
LICENCE TO ERECT AND MAINTAIN SCAFFOLD/HOARDING ON THE HIGHWAY

..... Council in exercise of their powers pursuant to Sections 169, 172, 173 & 174 of the Highways Act 1980 **grant** permission for **SCAFFOLD/HOARDING/OR OTHER STRUCTURE (PLEASE SPECIFY)*** to be erected and maintained adjacent to

.. in accordance with Nottinghamshire County Council's Standard Conditions subject to the payment of £..... as per the **attached**. (*delete as appropriate)

The licence will be operative from / / to / / and be subject to the following special conditions;

.....
.....
.....
.....
.....

Licence No.

Signed(on behalf of the Highway Authority)
Date / /

STANDARD SCAFFOLD/HOARDING REFUSAL LETTER TO BE ON HEADED PAPER

Dear Sir/Madam

CONTROL OF SCAFFOLDING ON HIGHWAYS - HIGHWAYS ACT 1980
SECTIONS 169, 172, 173 & 174
LICENCE TO ERECT AND MAINTAIN SCAFFOLD/HOARDING ON THE
HIGHWAY

..... Council in exercise of their powers
pursuant to Sections 169, 172, 173 & 174 of the Highways Act 1980 **refuse**
permission for

SCAFFOLD/HOARDING/OR OTHER STRUCTURE (PLEASE SPECIFY)

.....* to be erected and maintained adjacent to

.....
.....
..

This application has been refused on the grounds of

.....
.....
.....
.....

If you would like to discuss this matter further, please contact the officer
detailed in the letterhead

Licence No.

Signed(on behalf of the Highway Authority)

Date / /

**CONTROL OF SCAFFOLDING ON HIGHWAYS
HIGHWAYS ACT 1980 SECTIONS 169, 172, 173 & 174
APPLICATION FOR A LICENCE TO ERECT AND MAINTAIN
SCAFFOLD/HOARDING/ USE MOBILE TOWER SCAFFOLD/MOBILE ACCESS
PLATFORM OR STORE MATERIALS ON THE HIGHWAY**

APPLICATION

I/We apply for a Licence to erect and maintain a scaffold/hoarding/mobile tower scaffold/mobile access platform/ store materials on the highway for the purpose of:

.....

The scaffold/hoarding/mobile tower scaffold/mobile access platform/materials is to be located at:

..... Scaffold/hoarding/tower/storage type:

..... Length:m Height:m

..... Width:m Width of f/way:m

Proposed erection date:/...../..... Removal:/...../.....

A location plan showing the exact position of the scaffold/hoarding and the position of all street furniture and access covers will be required.

DECLARATION

I/We have received a copy of the Nottinghamshire County Council Standard Conditions for the erection of scaffolding/hoarding on the highway giving my/our undertaking to observe and abide by the conditions contained within that document as well as any other additional conditions which may be listed as part of the License including the payment of the associated fees.

I/We declare that a valid Public Liability Insurance with a limit of **NO LESS THAN £5,000,000 is held by me/us, and the Insurance carries an Indemnity to Principal clause, evidence to be provided with the application if not previously provided.** I/We also declare that the Utilities have been consulted by me/us and agree to the proposals. I/We understand that the responsibility for ensuring compliance with the Health and Safety at Work Act, 1974 is that of the Licensee and his/her contractor and not of the Highway Authority or it's Agent.

Name and address of Applicant:

.....

Tel. No.: Fax No:

Email Address: (email or fax number must be provided)

Signed: Print Name

Position within company Date:...../...../.....

Name, address and contact number of erector if different from Applicant:

.....

For office use only

Licence No.

Inspected by (On behalf of the Highway Authority) Date/...../.....

**CONTROL OF SCAFFOLDING ON HIGHWAYS – HIGHWAYS ACT 1980
SECTIONS 169, 172, 173 & 174
CALCULATION OF APPLICATION CHARGE FOR A LICENCE TO ERECT AND
MAINTAIN SCAFFOLD/HOARDING ON THE HIGHWAY**

The following payment has been calculated as the charge associated with your application for a licence to erect and maintain scaffold/hoarding on the highway. This calculation has been based on the information provided as part of your application and must be paid before the licence becomes effective for works to commence on site. If these circumstances change additional monies will either be requested as required to extend the licence or be refunded accordingly.

Scaffolding

Length of scaffolding to be licensed M
(No. of additional 20m or part lengths.....m)

Scaffolding	<5m	<10m	<20m	>20m	COST (£)
Scaffold Licence (initial fee)	£90	£150	£200	£200 + £75 each additional 20m or part	
Licence Period	2 wks	2 wks	2 wks	2 wks	
Additional Period	1 Wk	1 wk	1 wk	1 wk	
Additional Period cost	£70	£70	£70	£75 + £40 each additional 20m or part	
No. of additional periods _____ x additional period cost (£) _____					
TOTAL*					

Hoarding/Fencing

Length of hoarding/fencing to be licensed..... M
(No of additional 20m or part lengths.....m)

Hoarding/Fencing	<20m	>20m	COST (£)
Licence (initial fee)	£200	£200 + £110 each additional 20m or part	
Licence Period	2 Wks	2 Wks	
Additional Period	1 Wk	1 Wk	
Additional Period cost	£70	£70 + £40 each additional 20m or part	
TOTAL*			

Mobile Tower Scaffold

Initial Licence Fee Payable (Initial license for 1 day period)	£75
Additional day(s)	£70 per extra day
Remedial Works Final Inspection (Where Necessary)	£60
TOTAL*	





Mobile Access Platform

Initial Licence Fee Payable (Initial license for 1 day period)	£150
Additional day(s)	£70 per extra day
Remedial Works Final Inspection <i>(Where Necessary)</i>	£60
TOTAL*	

Crane

Initial Licence Fee Payable (Initial licence for 1 Day)	£200
Additional period Cost (Additional day)	£70
Remedial Works Final Inspection <i>(Where Necessary)</i>	£60
TOTAL*	

Store Materials on the Highway

Initial Licence Fee Payable (Initial licence for 2 weeks)	£150
Additional period Cost (Additional 1 week period)	£70

Where an invoice is requested by the scaffolding/hoarding company an additional charge of **£7:00** will be made to cover the additional administration costs.

Licence No.

Date/...../.....

Calculated by (On behalf of the Highway Authority)

To ensure minimum delay to application, please return the following items - ASAP	Tick if provided
Fully Completed and Signed Application Form and Location Plan	
Proof of Public Liability Insurance * see below	
Full payment by cheque of Total Permit Charges Made out to 'Nottinghamshire County Council'	

* Please note that NOTTINGHAMSHIRE COUNTY COUNCIL insurance section require your insurance documentation to show that an 'INDEMNITY TO PRINCIPAL CLAUSE' is included in your public liability policy.

WITHOUT IT YOUR PERMIT CANNOT BE PROCESSED OR APPROVED

ADDRESS TO SEND APPLICATIONS THROUGH TO

TBH – Highways Management
Nottinghamshire County Council
County Hall
Loughborough Road
West Bridgford
Nottingham
NG2 7QP

Note: On receipt and approval of all documentation and on confirmation that the scaffolding/hoarding has been assembled, an inspector will inspect the site. It is only upon his approval that a permit will then be issued to the applicant.

NOTTINGHAMSHIRE COUNTY COUNCIL STANDARD CONDITIONS

CONTROL OF SCAFFOLDING ON HIGHWAYS HIGHWAYS ACT 1980 SECTIONS 169, 172, 173 & 174

APPLICATION FOR A LICENCE TO ERECT AND MAINTAIN SCAFFOLD/HOARDING ON THE HIGHWAY

In order to erect and maintain scaffold/hoarding or other structure on or over the highway you are required to obtain a Licence for each location from the Highway Authority. This will only be issued subject to your undertaking to observe and abide by the conditions listed below as well as any other conditions the Highway Authority may deem necessary. Such additional conditions will be contained within the Licence itself. You should be aware that should you fail to observe and abide by these conditions then you will be liable to prosecution under the above named Act.

You should now read and familiarise yourself with the conditions listed below. Only when you have fully satisfied yourself that you understand these and undertake to observe and abide by them should you complete and sign the application. These conditions will then form part of the licence for its duration unless legislation or policy changes require their revision. If this should happen you will be required to give an undertaking to observe and abide by the revised conditions.

For the purpose of the Licence and these conditions the person making the application will be referred to as the 'licensee', the scaffold/hoarding or other structure referred to as the 'structure', the location and purpose of the structure referred to as the 'works', and the 'highway' deemed to include the footway, carriageway and areas to which the public have right of access.

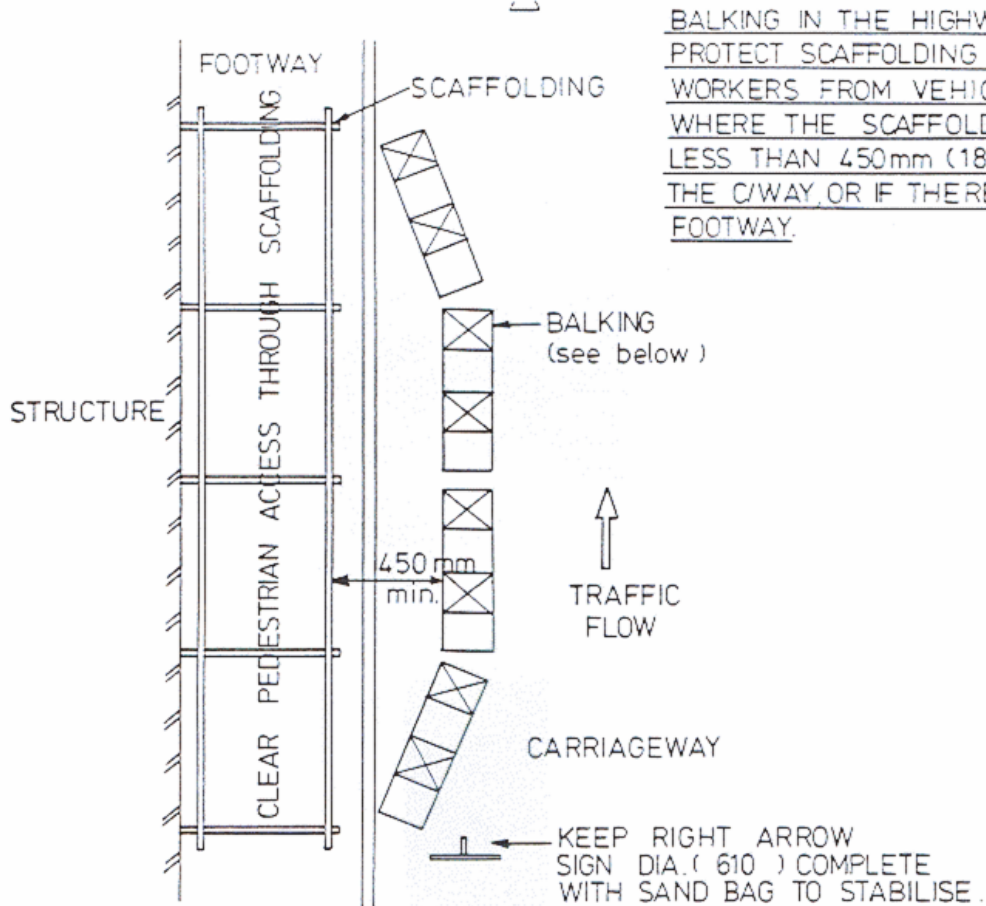
CONDITIONS 1-17

1. Before a Licence is issued a site meeting may be required with the licensee and a representative of the Highway Authority to discuss the proposals. If this is the case the licensee will be contacted with a view of arranging a meeting accordingly.
2. The structure and its component parts shall be in accordance with BS EN 12811-1:2003, properly erected and maintained by the Licensee in a manner which causes minimum obstruction to users of the highway.
3. To avoid obstruction of access to Utilities apparatus, either for routine works or emergency repairs, it is essential that the Utilities are consulted regarding the positioning of the overlying structure. Their agreement to the proposals and to the procedures to be adopted in the event of the Utility requiring access to their apparatus in an emergency situation must be obtained before a Licence will be issued. Under no circumstances will base plates be allowed on the covers of access chambers and immediate action must be taken to relocate such members as soon as they are brought to the licensee's attention, **whatever the state of the erection at the time**. The Highway Authority can provide a list of the Utilities operating in the area, however, this is to the best of their knowledge at that time and it is the licensee's responsibility to ensure that **all** the Utilities are consulted and agree to the proposals prior to the making of the application.
4. The licensee shall keep the structure in a safe condition.
5. The licensee shall afford the Highway Authority such facilities as may reasonably be required for inspecting the structure.
6. The structure shall be used only for the purpose(s) specified on the Licence.

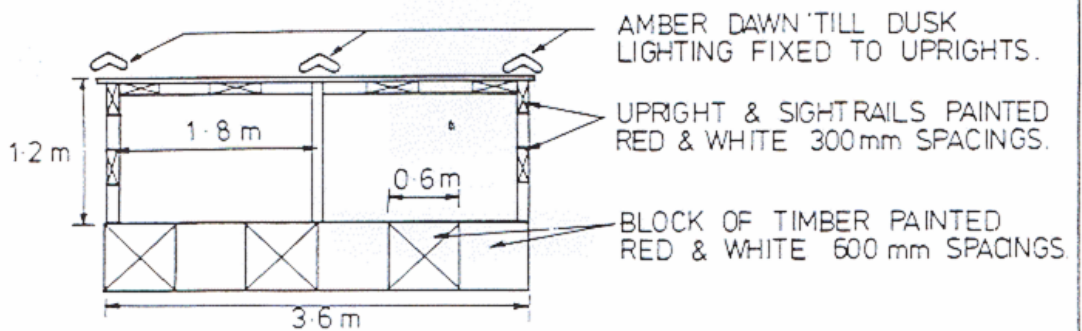
7. The licensee shall not do, permit or suffer to be done, upon or from the structure, anything which in the considered opinion of the Highway Authority would, or would likely to, cause injury or damage or become a danger or nuisance to users of the highway or occupier of adjoining premises.
8. The licensee shall keep that part of the highway on or over which the structure is erected, free from damage and kept clean and tidy. Any damage caused to the highway or street furniture will be, on completion of the works, repaired to a satisfactory standard by the licensee otherwise remedial work will be undertaken by the Highway Authority and the full cost of any such work including administrative charges will be charged to the Licensee.
9. The licensee shall indemnify, and keep indemnified, the County Council or it's Agents as the Highway Authority against any liability, loss, claim or proceeding whatsoever arising under Statute or Common Law in respect of, or in consequence of, the erection, retention, collapse or removal of the structure, or the carrying out of works, and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The sum covered by the policy to be **£5million** for any one event with a reputable insurer and in terms approved by the Highway Authority, approval shall not be unreasonably withheld. Whenever required the Licensee shall produce to the Authority the policy, or policies of insurance and the receipts for payment of the current premises.
10. In the event of the structure collapsing so as to cause a nuisance or obstruction on or over the highway, the licensee shall pay to the Highway Authority such costs as may reasonably have been incurred by them in carrying out work required to remove any such nuisance or obstruction or otherwise make the highway safe for passage.
11. Following the introduction of the Local Authorities (Transport Charges) Regulations 1998 it is now practice for Highway Authorities to charge for consideration of applications for licences to erect and maintain scaffold/hoarding or other structures on or over the highway. Nottinghamshire County Council has therefore introduced the charges as shown on the attached calculation sheet. Please note that this charge must be paid before the licence becomes effective for works to commence on site. A copy of the charge calculation will be provided by the Highway Authority with the Licence.
12. The Licence is personal to the licensee and is not transferable.
13. The Licence may be terminated by either party to this Licence giving not less than 48 hours notice in writing to the other party.
14. The Licence may be revoked at any time by the Highway Authority in the event of:
 1. failure to remedy any defects brought to the attention of the licensee;
 2. Non compliance with any of the conditions stated on the Licence.
15. Revocation of the Licence will be reported to the Police and the Health and Safety Executive as appropriate.
16. Upon completion of the works, or in the event of revocation of this Licence, the licensee shall forthwith remove the structure from the highway and leave the highway clean and tidy and free from damage.
17. The licensee has a right of appeal to a Magistrates Court against any conditions imposed under Sections 169 and 172 of the Highways Act.

**SECTIONS 169, 172, 173, 174 MINIMUM CONDITIONS (1-13) FOR A
LIGHTWEIGHT SCAFFOLD ON THE HIGHWAY UNDER THE HIGHWAYS
ACT 198 AND BRITISH STANDARD 5973 1990**

1. Sole Boards to be used at all times, preferably Full Boards running through two standards or a minimum of 450 x 225, if this is not possible.
2. Sole Plates to be used at all times and to be a minimum of 150 x 150.
3. There should be a minimum of 2.4m from Sole Board to the first ledger, unless otherwise instructed.
4. From ground level standards should be painted with Black and Yellow Bands at 300mm intervals, or Black and Yellow Tape used to a height of 1.8 metres.
5. Scaffolds must be tied every 32 square metres, or if to be sheeted down 25 square metres. Reveal ties are not to be used on their own and when used with other ties a maximum of 50% only is permitted and these should be checked daily. When drilled anchorages are used, their capacity should be to British Standard.
6. Ladders should be sound and 'lashed' and go at least 5 rungs or 1.1m above any working lift.
7. Hand rails must be fixed on all working lifts with ladder access.
8. Toe boards must be fixed to all working lifts including end boards.
9. All working lift boards (excluding toe boards) are to be banded (including any shortened boards).
10. All scaffolds must be lit during hours of darkness.
11. The Erectors Board (Scaffolders only) must be fixed in a prominent position, complete with emergency telephone number for use by Emergency Services.
12. Balking will be required where the scaffolding is less than 450mm (18") distance from the carriageway or if no pavement is provided, this consists of heavy timber sleepers with upright posts and sight rails fixed and painted red and white, flashing amber lights must be fixed to the uprights and an arrow board (dia. 610) provided complete with a sandbag weight as per the attached drawing.
13. A Hand Rail and Tap Board must be provided at ground level to assist the blind and partially sighted through the obstruction and the clips wrapped or covered for protection.



PLAN - NOT TO SCALE



ELEVATION - SCALE 1:5



Nottinghamshire
County Council
Construction and Design
Director
Trent Bridge House, Fox Road
West Bridgford, Nottingham NG2 6BJ
Tel (0115) 982 3823

Project:	BALKING IN THE HIGHWAY	Date	2 - 92
Org. no.	M / 02033 / 1A	Drawn	
Revision		Traced	
		Checked	
		Scale	

Appendix 4: S142 Highways Act Licence

DATED _____

20##

THE NOTTINGHAMSHIRE COUNTY COUNCIL

and

#####

and

#####

S142 Highways Act 1980

Licence

relating to

landscaping at ##### Road, ##### ## ##, Nottinghamshire

Executive Head of Democratic and Legal Services
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

THIS LICENCE is made the day of 200#
BETWEEN (1) THE NOTTINGHAMSHIRE COUNTY COUNCIL of County Hall
West Bridgford Nottingham NG2 7QP (“the County Council”) and (2) **#####**
**#####** **of #####** **#####** **#####** **#####** and **#####**
**of # #####** **#####** **#####** **#####** (the Licensees”).

WHEREAS:-

- (1) The County Council is the Highway Authority for Nottinghamshire
- (2) The Licensees wish to use the land edged red on the attached plan being within the control of the Highway Authority for the purpose of tree planting and landscaping
- (3) The County Council is prepared to grant a Licence under Section 142 of the Highways Act 1980 on the terms contained in this Licence
- (4) The terms “the County Council” and “the Licensees” shall where the context so admits include their successors in title to all or any part of these freehold plots fronting to the areas shown edged red on the plan annexed hereto and the freehold of which are presently vested in the Licensees and registered at Nottingham District Land Registry under Title Number NT#####

NOW IT IS AGREED as follows:-

1. _____ THE County Council under its powers contained in Section 142 of the Highways Act 1980 licenses and authorises the Licensees to use from the date of execution hereof and then until determined as therein provided in Clause 15 the highway land situated adjacent ##### Road ##### Nottinghamshire as shown for identification purposes only edged red on the attached plan subject to the terms hereof

2. _____ THE Licensees shall pay all rates and taxes (if any) levied in respect of the said highway land under the provisions of any Act of Parliament now or subsequently to come in force

3. _____ THE Licensees shall use such highway land only for the purposes landscaped highway verges and shall not do or permit any act or thing which may be or become a nuisance or annoyance to the occupiers of any neighbouring or adjoining property

4. _____ THE Licensees shall:-

4.1 Plant and maintain trees shrubs and plants grass or other authorised landscape materials on the said land in accordance with the following specification that is to say:-

(a) Trees and shrubs, as indicated by the Senior Forestry Officer, will be removed from site

(b) Trees and shrubs, varieties as detailed in the landscaping plan, will be planted with the following ameliorants: bonemeal, Growmore or pelleted poultry manure and a peat alternative

(c) The planting area will be mulched with coarse graded bark chippings

(d) A suitable irrigation system will be installed. It is noted that the Council would suggest a porous hose system

(e) Trees and shrubs which do not thrive will be replaced

(f) Maintenance visits will be undertaken at a frequency that is appropriate for both the time of year and the weather conditions and at each visit appropriate operations shall be undertaken including watering addition of fertiliser herbicide operations re-mulching pruning and general tidying up as is required for the successful establishment of the plants

(g) Any plants that fail will be replaced during the following planting season (usually November - March) using the species indicated on the agreed planting plan. The use of alternative species must be agreed in writing with the Highway Authority prior to plant replacements being undertaken

4.2 Keep such highway land in a clean and tidy condition to the satisfaction of the County Council

4.3 Keep such land free from any weeds

4.4 Not obstruct the footpath or road adjacent to such land

4.5 Not grow shrubs or plants more than 0.6 metres high along the boundaries of such land

4.6 Gain access for the purpose of planting and maintaining such highway land via the Licensees' land only and not from the highway

4.7 Obtain any necessary consents from statutory undertakers and satisfy their requirements as to the method of execution of such planting works and supervision thereof

4.8 During the course of executing any such works of planting and/or maintenance mentioned in paragraph (d) above use their utmost endeavours

to ensure the safety and convenience of passengers in the highway and to prevent traffic therein being delayed to prevent any nuisance or annoyance being caused to the owners or occupiers of other premises adjoining the highway and to protect the apparatus of statutory undertakers, sewerage authorities and the operators of telecommunications code systems

4.9 As soon as is reasonably practicable after executing any such works as are mentioned in paragraph (d) above make good any damage to the highway occasioned by those works to the satisfaction of the Service Director Highways.

4.10 As soon as is reasonably practicable after executing works for the purpose of carrying out emergency repairs to any apparatus placed and left in or under the highway inform any statutory undertaker whose apparatus may have been affected

4.11 Give the Council not less than 6 weeks notice of its intention to cease maintaining the landscaped area

4.12 Within one month after any change in the ownership of Highway land to inform the Council thereof

4.13 Pay the reasonable and proper legal costs incurred by the Council in connection with the grant of this Licence

5. THE Licensees shall at their own expense carry out any works necessary for the said highway land to be used as landscaped highway verges but shall not undertake any work on nor remove any trees plants or shrubs on the said land without the prior written approval of the County Council and shall ensure that at all times the boundaries of the land are properly fenced to the satisfaction of the County Council in accordance with the County Council's requirements for adequate visibility

6. THE Licensees shall not erect any building or structure on the said highway land other than fences

7. THE Licensees shall not display or permit to be displayed on such land any posters notices or advertisements of any kind

8. THE Licensees shall not permit the use of the said highway land (or any part of it) by any other person except for pedestrian access to plots 1, 2 and 3 as shown on the annexed plan

9. THE Licensees shall indemnify the County Council from and against all actions claims and demands which may be brought or made against the County Council by reason of any accident death or injury to any person or damage to or loss of property howsoever caused (save by the negligence of the County Council) arising out of the use of the said highway land or by reason of the condition of the said land or the Licensees' use of such land and shall effect public liability insurance cover for such in the sum of five million pounds any one incident index linked and produce evidence of such cover to the Council on demand

10. THE County Council shall not be responsible in any way for the maintenance of the said land nor be liable in any respect to the Licensees or any other person by reason of the condition or use of such highway land

11. THE County Council shall at all reasonable times have the right of entry onto the highway land for purposes of inspection by its officers and servants and all other authorised persons

12. THIS Agreement is a licence and confers no tenancy on the Licensees or their successors in title

13. THE Licensees and or their successors in title shall not claim nor is the County Council responsible for the payment of any compensation whatsoever on the determination of this licence howsoever determined

14. THIS Agreement may be determined by either party giving to the other not less than three calendar months notice in writing expiring at any time PROVIDED FURTHER THAT if the Licensees shall breach any condition of this Licence or the County Council decides that withdrawal of the Licence is necessary for the exercise of any of its functions the County Council shall determine this licence by one calendar month notice

15. (a) THE Licensee shall deposit the sum of £ ##### with the County Council on completion of this Agreement ("the deposit")

(b) The deposit shall be placed on deposit in a designated deposit account of the County Council in joint names of the County Council and the Licensees and interest earned on the deposit shall belong to the Licensees in any event

(c) The County Council shall release the deposit and interest accrued to the Licensees upon determination of this Agreement in accordance with Clause 14

IN WITNESS whereof the County Council and the Licencee have hereunto affixed their respective common seals the day and year first before written

THE COMMON SEAL of)
THE NOTTINGHAMSHIRE COUNTY)
COUNCIL was hereunto affixed in)
the presence of)

Authorised Signatory

SIGNED SEALED AND DELIVERED)
by the said **##### ### #####**)
in the presence of:-)

SIGNED SEALED AND DELIVERED)
by the said **##### ### #####**)
in the presence **of:-** _____

Appendix 5: Charging for highway services table

APPENDIX A
CHARGES FOR HIGHWAYS SERVICES - APPLICABLE FROM 1st April 2015

CATEGORY	Publication, Information or Service	Charge		VAT Chargeable (Note **)	Comments
		2014/15	2015/16		
DOCUMENTS	Street Lighting Guide / Code of Practice	£14.00+£1.65p&p*	£14.00+£1.65p&p*		
	Local Transport Plan	£50.00+£1.50p&p	£50.00+£1.50p&p		
DATA	Paper Copies of plans	Cost	Cost		Charge covers copying, admin. and postage costs.
	Traffic Counts	£72*	£73*	Yes	Commercial organisations only, £73 charge for first information + £13 for each additional figure. Provided at cost to litigants.
	Traffic Counts - copy of raw data	£72/arm*	£73/arm	Yes	Commercial organisations only, provided at cost to litigants.
	Information to Map producers	Cost	Cost	Yes	Charge covers copying, admin. and postage costs.
	Traffic Control & UTC information	£100*	£102*		Standard charge, for complex enquiries actual costs charged. Provided at cost to litigants.
	Road Structure Condition Data	Cost	Cost		Charge covers copying, admin. and postage costs.
	Accident Data – No Collisions	£42*	£43*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Concise crash report (up to and including 60 collisions)	£79*	£80*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data- Major concise crash report (more than 60 collisions)	<i>New description of service</i>	Cost*		
	Accident Data – Full crash report ((up to and including 60 collisions)	£143*	£145*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Full major crash report (more than 60 collisions)	£2.39 per collision plus £7 Admin fee	Cost*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Concise Major crash report (more than 60 collisions)	Cost*	Cost*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Severity Plot showing location and severity only (up to and including 60 collisions). Charge includes full details.	£214*	£217*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Major Severity Plot showing location and severity only (more than 60 collisions). Charge includes full details.	<i>New description of service</i>	Cost*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
	Accident Data – Balloon plot showing attendant circumstances (upto and including 60 collisions)	£238*	£241*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action.
Accident Data – Major Balloon plot showing attendant circumstances (more than 60 collisions). Charge includes full details	Estimate provided on request Minimum charge of	Cost*		Charge to commercial organisations only, provided at no cost to Local Authorities including District and Parish Councils, Police Authorities, DfT, Members of the Public, and in litigation cases where NCC is a party to the action	
SERVICES	Highways Searches – Highway schemes <i>Previously titled 'District Searches - highway schemes'</i>	£8*	£9*		Plus additional £35 for provision of Highway Extent plan. Note: No charge to utility company, DVLA, Police, Land Registry and Town/Parish Council
	Highway Searches – Adoption questions <i>(Full search without plan – see note) Previously titled 'District Searches - adoption questions'</i>	£15*	£16*		Plus additional £35 for provision of Highway Extent plan. Note: No charge to Utility company, DVLA, Police, Land Registry and Town/Parish Councils.
	District Searches - adoption questions & highway schemes	£8*/15*	N/A Covered by options above		
	Property Searches – Search for Right of Way	£15	£16		
	Property Searches – Search of the Greens and Common Registers	£15	£16		

NOTES: All charges are based on payment being received by cash, cheque or credit/debit card. Where invoices are requested for the charges marked * an additional amount of £7 will be required to cover administration costs.

****VAT is chargeable on non-statutory work or service (if unsure whether to apply VAT, please contact the main Departmental Finance Section)**

† No pro-rata rates. One licence fee payable for each activity per location (highest). All TM costs are the responsibility of the promoter.

CATEGORY	Publication, Information or Service	Charge		VAT Chargeable (Note **)	Comments
		2014/15	2015/16		
	NRSWA - Sample Inspection	£50	£50		Charges set Nationally by Regulation made under the New Roads and Street Works Act 1991.
	NRSWA - Defect Inspection	£47.50	£47.50		Charges set Nationally by Regulation made under the New Roads and Street Works Act 1991.
	NRSWA - Investigatory Inspection (3 rd Party)	£68	£68		Charges set Nationally by Regulation made under the New Roads and Street Works Act 1991.
	NRSWA - Investigatory Works	Cost	Cost		Works cost + staffing and admin. costs if defect found
	NRSWA - Remedial Works	Cost	Cost		Works cost + staffing and admin. costs if defect found.
SERVICES (continued)	NRSWA - Remedial Works	Cost	Cost		Works cost + staffing and admin. costs if defect found.
	NRSWA - Improvement Plan Inspections	Cost	Cost		Associated costs determined by Codes of Practice made under NRSWA 1991
	NRSWA – Section 50 Streetworks Licence	£480	£486		Licence to place apparatus in the Highway. Includes £154 for Admin. to grant licence, £169 commuted sum to maintain and operate records and £150 for inspections.
	NRSWA – Section 50 Consent	£310	£314		To work on existing apparatus in the highway - £154 for Admin. and £150 for inspections.
	Signal Switch Offs	Cost	Cost		
	Construction of Domestic Vehicle Crossings by NCC	Cost	Cost		Charge covers full works cost design and admin cost. Charges vary depending on type of construction and size of access and will include charges for moving street furniture, e.g. street lighting columns if necessary. Other Utility providers apparatus must be moved by provider themselves and at the cost of the homeowner. In some instances the installation of a crossing may require planning permission from the local Planning Authority which the applicant is responsible for obtaining at their own cost
	Construction of Domestic Vehicle Crossings – Approval when applicants appoints their own contractor	£50	£51		Charge covers cost of initial inspection by NCC and any other subsequent inspections as well as the administration of the approval. Applicant is responsible for all construction costs as well as those incurred as a result of any necessary diversionary/protection works for utility apparatus or Authority owned street furniture associated with installing the crossing to NCC specifications. In some instances the installation of a crossing may require planning permission from the local Planning Authority which the applicant is responsible for obtaining at their own cost.
	Supply set of Statutory Undertakers Plans	N/A	£15		New service
	Tourism Signing (Brown)	See comments	See comments		Initial works and sighting cost and future maintenance/repair costs as set out in T&HC Report 22/11/12.
	Section 38, 278 Agreements	Varies - see comments	Varies - see comments		On S38's charge is generally 7% of the agreement highways infrastructure cost. On S278 charges will be in accordance with the Highways, Transportation and Development guide – 10% of fist £100K plus 6% of the cost over £100K with a minimum of £1,000 for each agreement. Legal fees will be charged separately.
	106 Agreements	Varies - see comments	Varies - see comments		The fees will be equal to the cost of each planning obligation contained within the Agreement usually indexed linked. Legal fees will be charged separately.
	Charging Developers for Advice (min 4 Hrs.)	£59/hour £236(min charge)	£60/hour/ £240 (min charge)	Note **	Where applicable the rate per hour for commercial work including "non-statutory" advice, design and inspection should be actual salary x 2.5/1600 with a minimum charge of 4 hours.
	Making up private streets	Cost	Cost		Cost = Works cost + any associated staffing and admin. costs
	Traffic Calming Schemes	Cost	Cost		Cost = Works Cost + any associated staffing and admin.costs + commuted sum as set out in EC Report 24/6/98
	Rechargeable Works Orders	Cost	Cost	Note **	Cost = Works cost There is no charge for works associated with events involving the armed forces.
	H' Bar Markings	£175	£178		Approval for such provisions will at all times be at the Highway Authority's discretion. Approval of Highway Managers is required. Cost covers design health & safety, admin and works costs.
	Seasonal Decorations application fee (e.g. Christmas Decorations, Hanging Baskets)	See comments	See comments		In applications incurring costs to NCC greater than £500 (in staff and other charges), the amount in excess of £500 will be charged at the time of the application. No charge will be made for applications incurring charges to NCC less than £500.
	CCTV installations (temporary)	£159 min. See comments	£161 min. See comments		For each installation, NCC will contribute a maximum of £250 towards costs in excess of £165. No application fee is charged, however a streetworks licence, at the rate shown in this schedule, may be required for permanent installations.
	Residents Parking Permit	£25	£25		Charge is per chargeable permit issued in association with residents parking schemes. (Concessions scheme also applies). Information regarding parking schemes is available on the NCC website.
	Blue Badges	£10 See Comments	£10		Information regarding parking concessions for people with severe mobility problems is available on the NCC website. Price set nationally.
<p>NOTES: All charges are based on payment being received by cash, cheque or credit/debit card. Where invoices are requested for the charges marked * an additional amount of £7 will be required to cover administration costs.</p> <p>**VAT is chargeable on non-statutory work or service (if unsure whether to apply VAT, please contact the main Departmental Finance Section)</p> <p>† No pro-rata rates. One licence fee payable for each activity per location (highest). All TM costs are the responsibility of the promoter.</p>					

CATEGORY	Publication, Information or Service	Charge		VAT Chargeable (Note **)	Comments
		2014/15	2015/16		
SERVICES (continued)	Dedication of Highways and Village Greens HA80 Section 31(6) and CA 15A(1) statements and declarations	£150 for first two notices / parcels. £25 per extra notice / parcel of land. £40 for future amends. Note: For applications to register a parcel greater than 500ha, applicants will need to ask NCC for a quote.	£152 for a Statement (for first two notices / parcels.) £152 for a Declaration (for first two notices / parcels.) £26 per extra notice / parcel of land. £41 for future amends.		Note: For applications to register a parcel greater than 500ha, applicants will need to ask NCC to provide a quote. The fee for each separate application is £152 (Please note that a Highways Act declaration which is made subsequent to the deposit of a map and statement will constitute a separate application) New charges introduced in Oct 2013 re: applications for deposit under section 31(6) of the Highways Act 1980 and section 15A (1) of the Commons Act 2006.
LOCAL AUTHORITIES (TRANSPORT CHARGES) REGULATIONS 1998 (continued)	Skip License	£30	£31		The licence fee for skips covers staffing and admin. costs. An unlicensed skip attracts an inspection fee of £72 per inspection plus the licence fee per skip.
	Access Scaffold less than 5 metres in length - initial license for 2 weeks period	£90	£92		See note †
	Access Scaffold less than 5 metres in length - additional 1 week period	£70	£71		See note †
	Access Scaffold over 5 but less than 10 metres in length - initial license for 2 weeks period	£150	£152		See note †
	Access Scaffold over 5 but less than 10 metres in length – additional 1 week period	£70	£71		See note †
	Access Scaffold over 10, up to 20 metres in length - initial license for 2 weeks period	£200	£203		See note †
	Access Scaffold over 10, up to 20 metres in length - additional 1 week period	£70	£71		See note †
	Access Scaffold over 10, up to 20 metres in length - initial license for 2 weeks period	£200	£203		See note †
	Additional lengths of access Scaffold up to 20 metres in length - initial license for 2 weeks period	£75	£76		See note †
	Additional lengths of access Scaffold up to 20 metres in length - additional 1 week period	£40	£41		See note †
	Remedial works final inspection for scaffolds up to 20 metres in length (where necessary)	£60	£61		
	Remedial works final inspection for each additional length of scaffold up to 20 metres in length (where necessary)	£35	£36		
	Mobile Tower Scaffold – initial license for 1 day period	£75	£76		See note †
	Mobile Tower Scaffold – additional 1 day period	£70	£71		See note †
	Remedial works final inspection for Mobile Tower Scaffold (where necessary)	£60	£61		
	Mobile Access Platform – initial license for 1 day period	£150	£152		See note †
Mobile Access Platform – additional 1 day period	£70	£71		See note †	
Remedial works final inspection for Mobile Access Platform (where necessary)	£60	£61			
NOTES: All charges are based on payment being received by cash, cheque or credit/debit card. Where invoices are requested for the charges marked * an additional amount of £7 will be required to cover administration costs.					
**VAT is chargeable on non-statutory work or service (if unsure whether to apply VAT, please contact the main Departmental Finance Section)					
† No pro-rata rates. One licence fee payable for each activity per location (highest). All TM costs are the responsibility of the promoter.					

CATEGORY	Publication, Information or Service	Charge		VAT Chargeable (Note **)	Comments
		2014/15			
LOCAL AUTHORITIES (TRANSPORT CHARGES) REGULATIONS 1998 (continued)	Crane – initial license for 1 day period	£200	£203		See note †
	Crane – additional 1 day period	£70	£71		See note †
	Remedial works final inspection for a crane (where necessary)	£60	£61		
	Hoarding/fencing up to 20 metres in length – initial license for 2 weeks period	£200	£203		See note †. Site cabins without hoarding/fencing are charged at the same rate as if hoarding/fencing present. Maximum length of storage without hoarding is 5m.
	Hoarding/fencing up to 20 metres in length – additional 1 week period	£70	£71		See note †. Site cabins without hoarding/fencing are charged at the same rate as if hoarding/fencing present
	Addition lengths of hoarding/fencing up to 20 metres in length – initial license for 2 weeks period	£110	£112		See note †. Site cabins without hoarding/fencing are charged at the same rate as if hoarding/fencing present
	Addition lengths of hoarding/fencing up to 20 metres in length – additional 1 week period	£40	£41		See note †. Site cabins without hoarding/fencing are charged at the same rate as if hoarding/fencing present
	Remedial works final inspection for Hoarding/fencing up to 20 metres in length (where necessary)	£60	£61		
	Remedial works final inspection for each additional length of Hoarding/fencing up to 20 metres in length (where necessary)	£35	£36		
	Temp. Excavations in the Highway - initial licence for two weeks.	£350	£355		Charge covers staffing and admin. Costs including inspections. Comparable to NRSWA Consent. S171 Licence required.
	Temp. Excavations in the Highway - each extra week, based on one inspection per week	£70	£71		See note †
	Remedial works final inspection of temp. excavations in the Highway (where necessary)	£60	£61		
	Materials stored on the highway – initial licence for 2 week period	£150	£152		See note †
	Materials stored on the highway – 1 week period	£70	£71		See note †
	Remedial works final inspection following storage of materials on the highway (where necessary)	£60	£61		
	Licence to Construct Cellar under Highway	£150	£152		Charge covers staffing and admin. costs including inspection.
	Licence to Construct Cellar Opening in Highway	£150	£152		Charge covers staffing and admin. costs including inspection.
	Licence to Construct Cellar Light in Highway	£150	£152		Charge to cover staffing and admin. costs including inspection.
	Response to Emergency on the Highway	Cost	Cost		Works cost including remedial works where applicable + 7.5% on costs to all elements of work.
	T.R.O.'s Various in Accordance with Regulations	Cost	Cost		Charge - covers all activities associated with providing the service but charge set in line with NRSWA guidance as follows:
	Temporary Order	£425 + advertising	£430 + advertising		Fixed charge applies to standard orders and notices but charge may be varied for more complex circumstances
	Temporary Notice	£325	£330		Charge may be waived for appropriate armed forces or charity event closures if advertising is not required
	New Signs - licence to allow additional signs on the Highway e.g. providing direction to private land or premises	Cost	Cost		Charge covers staffing and admin costs.
as above - placing of signs by NCC	Cost	Cost		Charge covers cost of works, including design, manufacture and placing of signs, plus a commuted maintenance sum.	
Pavement Café Licenses	£250	£254		The license grants permission to place tables, chairs and barriers on the highway for a period of 5 years subject to the conditions imposed by the County Council (or it's Agent).	
Sponsorship of planting in the highway	See comments			There will be no charge for processing application forms. All planting proposals will be subject to a preliminary assessment by the County Council's Accident Investigation Unit. There is no charge for this assessment however, if any problems are identified it may be necessary for a safety audit to be carried out. A charge will be made for this safety audit and the applicant will be contacted beforehand to ensure they consent to pay.	
Flood and Water Management Act 2010	Water Course Consents	£50	£51		All work involved in the administration of a consent and any necessary inspections.
	Sustainable Drainage Scheme approval	£350 to £7,500	£350 to £7,500		Charges made from 1 st October 2012 as per national statute. Cost will vary in line with size of development being approved

NOTES: All charges are based on payment being received by cash, cheque or credit/debit card. Where invoices are requested for the charges marked * an additional amount of £7 will be required to cover administration costs.

****VAT is chargeable on non-statutory work or service (if unsure whether to apply VAT, please contact the main Departmental Finance Section)**

† No pro-rata rates. One licence fee payable for each activity per location (highest). All TM costs are the responsibility of the promoter.

Appendix 6: Vehicle Access Application and Process

Domestic Vehicular Access Process

Introduction

Prior to April 2012, Nottinghamshire County Council (NCC) as the Highway Authority, would construct domestic vehicular accesses (dropped kerbs)

The decision has now been taken to allow these works to be undertaken under a licence agreement, by private contractors chosen by the homeowner.

The New Process

Due to safety issues or planning issues not all properties will be eligible for a vehicular access; close proximity to a high speed junction for instance, could be a factor.

However, the vast majority of properties will be granted a licence.

To help the homeowner with the new process NCC will continue to receive the request either by phone call, or e-mail. The enquiry will then be passed to the relevant Highway staff for your area.

You will then be contacted and a meeting on site will be arranged. Our officer will advise you on what you need to do next.

As a further assistance to you from this point, NCC will deal with your chosen contractor regarding the licence as they will hold the information required and apply on your behalf.

The Public Highway

The works you are commissioning will take place on the public highway, which will ultimately be maintained at the public expense.

Nottinghamshire County Council will require them to be guaranteed for a period of one year, after which the work will become the responsibility of the Highway Authority.

Selection of Contractor

When our officer visits you they will provide you with a standard detail drawing showing our specification for these works, these are our requirements. If your contractor quotes on and delivers any work which differs from the

specification this may not be acceptable and may require remedial work at your expense.

Ask the contractor for their emergency procedure should they cut through any of your domestic supplies (as these are not shown on Utility company plans).

Also ask whether your quotation(s) includes the £50 cost which the contractor will incur for the licence issued by NCC.

The Licence

When your contractor applies to NCC for the license we will check that they have the necessary qualifications and insurance to cover working on the public highway.

Once the licence is granted we will send them the confirmation along with the plans showing the location of Mains Water, Gas, and Electricity supplies to help them dig safely (as mentioned above these do not show individual household supplies) plus another copy of our standard detail drawing for their reference.

The contractor will need to inform NCC of the date of the works so that we can notify the utility companies under the New Roads and Street Works Act and inspect the site on the day of the work.

We will only sign off the licence if work is satisfactory.

If you have any questions regarding any part of the procedure please contact us on:

01623 520027 – for addresses Ashfield, Mansfield, Bassetlaw, and Newark and Sherwood.

or

0115 9774635 – for addresses in Rushcliffe, Gedling and Broxtowe.



Contractor application to install a Domestic Vehicular Access in the Highway

I hereby apply for permission to install a domestic vehicular access at the address below.

Address of proposed installation.....

.....

.....Post Code.....

Name of Homeowner.....Telephone.....

Applicant (Contractor) Contact Details

Contractors

Name.....

Business Address.....

.....

.....Post Code.....

Telephone.....Mobile.....

Email.....Fax.....

Emergency contact number (24 Hr).....

The Installation

I propose to carry out the works on (date)...../...../ 20.....

Proposed Traffic Management: Signing Only [] Stop/Go [] Two Way Lights [] (Tick Which)

I agree to conform with the terms and conditions attached

Signed.....

Position.....

Additional information in support of the application

Before a licence application is considered Nottinghamshire County Council will require the following documentation:

- Proof of the homeowners planning consent (where applicable)
- .Proof of your public liability 'indemnity to principal' insurance to a value of at least £5,000,000.
- Proof of your NRSWA Operative's qualification (as a minimum)
- £50 payment – cheques made payable to Nottinghamshire County Council

Terms and Conditions

Any person altering the structure the highway without the consent of the Highway Authority or breaching these conditions, is liable to a penalty on conviction, and reconstruction of the highway to the correct specification forthwith at the their expense.

The Applicant will ensure that the homeowner has acquired planning permission (if applicable) for the work to go ahead.

The Applicant must hold, and supply proof of public liability insurance with a limit of **no less than** £5 million and the insurance **must** carry an Indemnity to Principal clause.

The design outlined on the supplied standard detail drawing must be adhered to, along with the materials specified. Any works deemed unsatisfactory will be highlighted to the Applicant. Any works needed to meet the required standard will be the responsibility of the Applicant and could result in NCC carrying out the work and recharging the Applicant, if they fail to take the appropriate action.

The Applicant must guarantee the work for one year post completion and agree to rectify any defects occurring during this 12 month period, failure to do so will result in the action outlined above.

The Applicant will manage the work under their Health and Safety Management System, including carrying out relevant Risk and COSHH assessments.

The site must be signed and guarded to the standards laid down by Chapter 8 of the Traffic Signs Manual and The Safety at Street Works and Road Works Code of Practice (the Red Book). This will include arrangements for the safety of pedestrians whilst the works take place. The contractor's contact number will be displayed at all times until the work is completed especially if left unattended overnight.

At least one member of the site team holds a NRSWA Operatives Qualification.

Any adjustments required to utility apparatus will be discussed with the utility companies by the Applicant.

In the event of any damage to utility or other apparatus the Applicant must immediately identify and inform the owner of the apparatus and make arrangements for its repair.

The Applicant will give at least 10 days notice of the start of the work and comply with any direction given in respect of works date and timing.

NCC will give notice of the works and provide service plans for the site to the Applicant.

No advertising boards or posters will be permitted on the highway.

NCC reserves the right to inspect the works at anytime. Any damage to the highway resulting from the work will be rectified at the expense of the Applicant.

Please send completed Applications to the address below.

For applications in Newark and Sherwood, Bassetlaw, Mansfield, and Ashfield Areas

Technical Support Manager
Nottinghamshire County Council
Welbeck House
Darwin Drive
Sherwood Energy Village
New Ollerton
Newark
Nottinghamshire
NG22 9FF.
Tel. 01623 520739

For applications in Rushcliffe, Gedling, and Broxtowe Areas

Technical Support Manager
Nottinghamshire County Council
Trent Bridge House
Fox Road
West Bridgford
Nottingham
Nottinghamshire
NG2 6BJ.
Tel. 0115 9774635



**Nottinghamshire
County Council**

Technical Support Ref:
#####

Permission to Construct a Vehicular Access

Your application was received and processed.

Nottinghamshire County Council, as the Highway Authority hereby **grants** permission to construct a vehicular access at: #####

To carry out the works: #####

The access is to be constructed in accordance with the terms and conditions and standard detail drawing supplied with the application form:

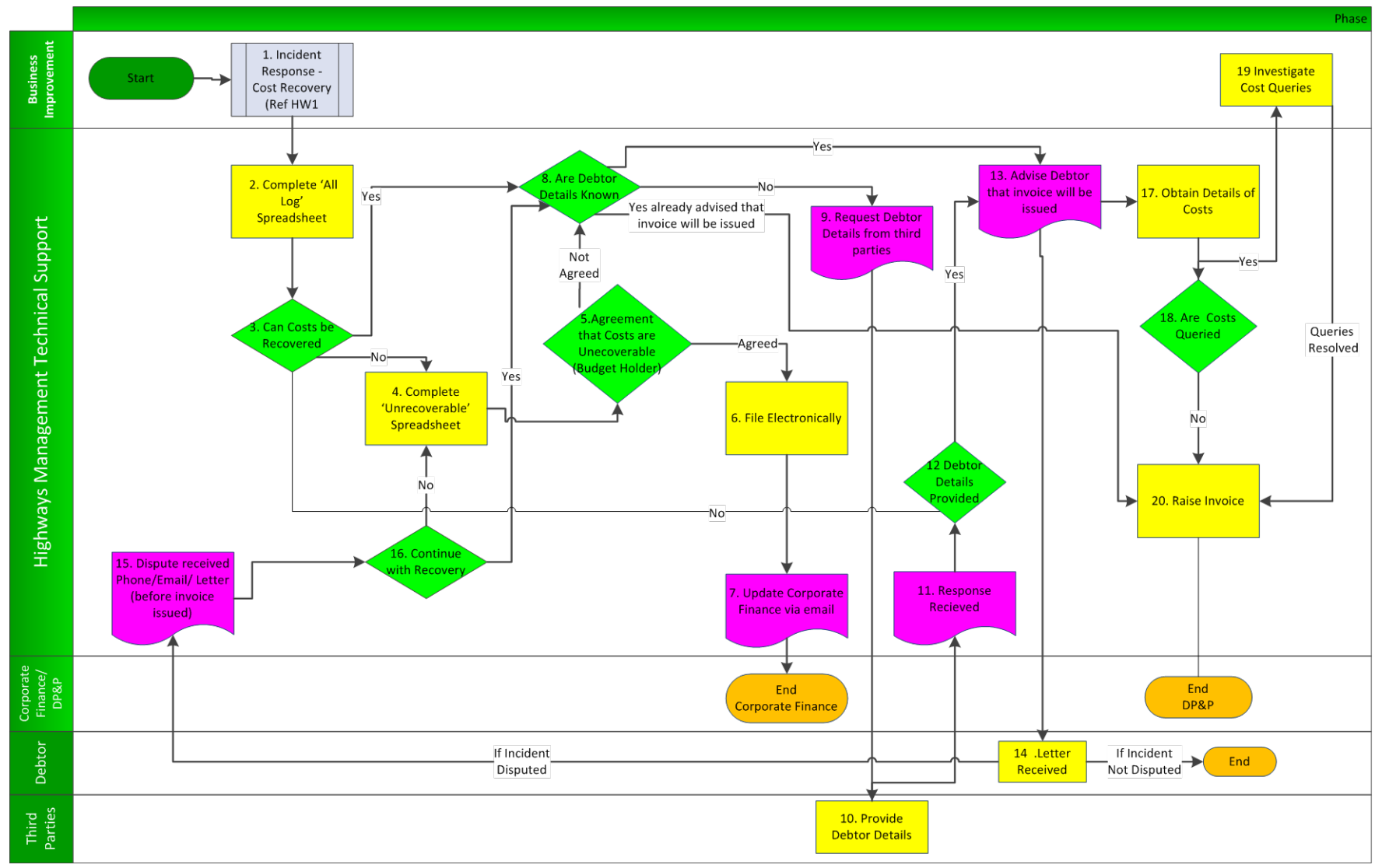
Payment received with thanks

Signed: #####

Date: ####

District Manager – #####

Appendix 7: Unrecoverable costs flowchart



Appendix 8: Summary of Inspection Frequencies

Summary of carriageway and footway inspection frequencies

Hierarchy category	Highway Type	Code of Practice Definition
	<u>Carriageways</u>	
2	Strategic route	Generally trunk and some principal 'A' Roads between primary destinations. Speed limits are generally over 40mph with few junctions.
3a	Main distributor	Major urban roads and routes between strategic routes linking urban road areas. In urban areas, speed limits are usually 40mph or less.
3b	Secondary distributor	Mainly 'B' and 'C' class roads or unclassified road urban bus routes. In built-up areas generally 30mph speed limits.
4a	Link road	Roads linking main and secondary distributor network.
4b	Local access road	Roads serving a limited number of properties. In urban areas, usually residential loop roads or cul-de-sacs.
	<u>Footways</u>	
1(a)	Prestige walking route	Very busy areas of towns and cities with high public space and street scene contribution.
1	Primary walking route	Busy urban shopping or business areas and main pedestrian routes linking transport interchanges.
2	Secondary walking route	Medium usage routes through local areas feeding into primary routes, local shopping centres, large schools or industrial centres.
3	Link footway	Footways linking local access footways through urban areas or busy rural footways.
4	Local access footway	Footways associated with low usage such as minor estate roads or cul-de-sacs.
NOTE	Please see Appendix 14 for fuller descriptions of the hierarchy categories.	

Highway Type	Hierarchy category	Safety Inspection Frequency	Service Inspection Frequency
<u>Carriageways</u>			
Strategic route	2	1 month	1 year
Main distributor	3a	1 month	1 year
Secondary distributor	3b	1 month	1 year
Link road	4a	3 months	1 year
Local access road	4b	1 year	1 year
<u>Footways</u>			
Prestige area	1(a)	1 month	1 year
Primary walking route (including shared use facilities)	1	1 month	1 year
Secondary walking route (including shared use facilities)	2	3 months	1 year
Link footway	3	6 months	1 year
Local access footway	4	1 year	1 year
<u>Cycleways</u>			
Not remote from carriageway	A	As c/way	As c/way
Remote from carriageway/cycle trails (when highway maintainable at public expense)	B	6 months	1 year

Fences and barriers

Hierarchy Category	Item	Frequency	Notes
All	Guard rails & barriers	As per service inspection	Defects repaired within 24hrs
All	Safety fences		Defects repaired within 24hrs
All	Boundary fences		Repair as soon as possible, where responsibility of Highway Authority
All	Cattle grids		

Drainage

Hierarchy Category	Item	Frequency	Notes
All	Gullies & kerb offlets	1 year	Outcome specification employed for cleansing
All	Grips	1 year	Cleaned as required
All	Highway ditches	10 years	Cleared as required after inspection
All	Piped drainage	10 years	Cleaned as required
All	Culverts, manholes, catchpits	5 years	Cleaned as required

Categories of Defect

There are 3 categories of defects, Cat.1, Cat.2 (High) and Cat.2 (Low)

Category 1 defects

These are defects that require immediate action to be made safe at the time of inspection, if reasonably practicable. In this context, making safe may constitute displaying warning notices, coning off or fencing off to protect the public from the defect. If it is not possible to correct or make safe the defect at the time of inspection, repairs of a permanent or temporary nature should be carried out as soon as possible and in any case within 1 working day. A temporary repair will be followed up with a permanent repair that will be issued as a separate instruction as per the appropriate defect category.

Category 2 defects

Category 2 defects have been categorised according to priority, **high (H)** and **low (L)**.

- **Category 2 (High)** defects are those that **WILL** become Cat 1 within **1 month** if not attended to. Our target is to repair 90% of Cat 2 (H) within 7 days, and 100% within 28 days.
Category 2 (High) defects will be issued for a 7 day completion time..
- **Category 2 (Low)** defects are those that are **LIKELY** to become Cat 1 in 1 -12 months time. Our target is to repair 90% of Cat 2 (H) within 28 days, and 100% within 90 days, depending upon the available budget.
Category 2 (Low) defects will be issued on a 28 day completion time.

Defect category selection will depend upon the inspector's **risk assessment** which should be based on:

- Overall probability and impact of damage or accident occurrence
- Hierarchy and frequency of inspection
- The depth, surface area – (extent of the defect)
- The location of the defect relative to other highway features such as junctions and bends
- The location of the defect and its likely effect on the road user. Consideration will be given to pedestrians and vulnerable road users and whether it affects walking routes outside sheltered accommodation, elderly people's homes, doctors' surgeries etc. Consideration will also be given to the position of the defect in traffic lanes and in particular the wheel tracks.
- The volume of traffic, vehicular or pedestrian
- The nature and extent of interaction with other defects
- Forecast weather conditions and time of year, especially considering the potential for freezing of standing water

Appendix 9: Summary of dimensions for inclusive mobility

Department for Transport

Inclusive Mobility – A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure

Summary of Dimensions

Basic Dimensions of People and Equipment	
Minimum passage width - stick user	750mm
Minimum passage width - double crutch user / walking frame user	900mm
Minimum passage width - long cane user / adult plus assistance dog	1100mm
Minimum passage width - adult and child	1100mm
Minimum passage width - adult plus helper	1200mm
Minimum passage width - wheelchair	900mm
Length of space for wheelchair and user	
- conventional seating	1250mm
- leg outstretched	1500mm
Length of space for wheelchair and assistant	1750mm
Length of space for adult and assistance dog	1500mm
Length of powered scooter / electric pavement vehicle	1500mm
Width of wheelchair (with elbows)	900mm
Width of 95th percentile manual wheelchair (excluding elbows)	695mm
Width of electric pavement vehicle or scooter	800mm
Eye level of wheelchair user	960-1250mm
Eye level of scooter user	1080-1315mm
Seated height of wheelchair user	1300-1400mm
Seated height of a scooter user	1200-1450mm
Knee height of wheelchair user	500-690mm
Seat height of wheelchair	460-490mm
Ankle height of wheelchair user (manual)	175-300mm
Ankle height of wheelchair user (electric)	380-520mm
Height of bottom of foot support	60-150mm
Manoeuvring space for wheelchair - 90° turn	1200mm x 1200mm
Manoeuvring space for wheelchair - 180° turn	1600mm x 2000mm

Footways & Footpaths	
Minimum preferred obstacle free footway width	2000mm
Minimum obstacle free footway width	1500mm
Width at bus stops	3000mm
Width at shops	3500-4500mm
Absolute minimum width at obstacles (max length 6 metres)	1000mm
Unobstructed height above footways	2300mm

Gradients	
Preferred maximum gradient on ramp	1 in 20
Maximum gradient (not exceeding 2m long)	1 in 12

Dropped Kerbs	
Width of dropped kerb – minimum	1200mm
Width of dropped kerb at controlled crossing – minimum	2400mm
Width of dropped kerb – high pedestrian flows	3000mm
Width adjacent to parking for disabled car users	1000mm
Gradient of dropped kerb – maximum	1 in 12

Steps & Stairs	
Minimum number of steps in a flight	3
Maximum number of steps in a flight	12
Preferred riser height	150mm
Minimum riser height	100mm
Maximum riser height	170mm
Preferred tread depth	300mm
Minimum tread depth	250mm
Preferred unobstructed width of stairs (between handrails)	1200mm
Minimum unobstructed width of stairs (between handrails)	1000mm

Ramps	
Preferred gradient	1 in 20
Maximum gradient (not exceeding 2m long)	1 in 12
Absolute maximum gradient over length up to 600mm	1 in 10
Preferred unobstructed width of ramp (between handrails)	2000mm
Minimum width of ramp	1200mm
Minimum unobstructed width (between handrails)	1000mm
Maximum length of ramps	132 metres
Preferred maximum length	50 metres
Maximum length of single ramp	10 metres

Handrails	
Circular section diameter	40 50 mm
Non-circular section	50mm x 38mm
Clearance from wall	60mm
Extension beyond end of steps, ramp	300mm
Height above step nose, ramp	900mm

Guardrails & Barriers	
Minimum height	1100mm
Upstand/tapping rail - minimum height	150mm

Doors	
Clear open width	
- preferred	1200mm
- minimum	900mm

Lifts	
Doorway unobstructed width	900mm
Doorway minimum clear height	2100mm
<i>Minimum dimensions of cabin (1 wheelchair user + 1 accompanying person)</i>	
- depth	1400mm
- width	1100mm
<i>(1 wheelchair user + several passengers)</i>	
- depth	1400mm
- width	2000mm
Preferred minimum depth of cabin	1500mm
Minimum height of cabin	2300mm

Positioning of Poles	
Distance from property line to outer edge of pole	275mm
<i>Distance from edge of carriageway</i>	
- minimum	500mm
- maximum	600mm
Clear distance between two poles	1000mm
Mounting height to bottom of sign	2300mm

Colour Contrast Marking	
Depth of contrast marking	150mm
Height of contrast marking (bottom edge)	1400-1600mm

Waste Bins, Bollards, Seats & Flower Boxes	
Height of top of waste bin	1300mm
Height of bollard - minimum	1000mm
Height of seats	470-480mm
Width of seats - minimum	500mm
Height of 'perch' seating	700mm
Height of flower boxes and free standing objects - minimum	1000mm

Overhanging Trees & Signs	
Trees - minimum trimming height	3000mm
<i>Height if signs</i>	
- minimum	2100mm
- preferred	2300mm

Bus stops	
<i>Kerb heights</i>	
- preferred	160mm
- minimum	125mm
<i>Raised boarding area</i>	
- minimum length (single door buses)	3000mm
- minimum length (2 door buses)	9000mm
Preferred width - cantilever shelters	1400mm
Preferred width - enclosed shelters	2000mm
Width of clear space to front or rear of shelter	2000mm
- minimum	1000mm
Bus stop flag size - minimum	450 x 400mm
Bus route number (height of figure) - minimum	50mm
Timetable information - height above ground	900-1800mm

Car Parking	
On-street parking parallel to kerb - bay space	6600 x 3600mm
On-street parking at angle to kerb - bay space	4200 x 3600mm
Off-street parking - bay space minimum	4800 x 2400mm
Where parallel to access aisle - extra length of	1800mm
Where at 90° to access aisle	
- extra width of	1200mm
- extra length of	1200mm
Unobstructed height in parking garages	2600mm

Appendix 10: Section 171 licence and conditions

NOTTINGHAMSHIRE COUNTY COUNCIL

**HIGHWAYS ACT 1980 SECTION 171
DEPOSIT MATERIALS ON OR EXCAVATE IN THE HIGHWAY**

**CHARGE FOR CONSENT TO TEMPORARILY EXCAVATE IN THE
HIGHWAY**

	<i>Charge*</i>
Temporary excavations in the highway, initial licence for one week	£350.00
Each extra week, based on one inspection per week (or part)	£70.00
Temporary storage of materials on the highway for up to two weeks	£150.00
Each extra week (or part) thereafter	£70.00

* Where an invoice is requested by the applicant an additional charge of £7.00 will be made to cover the additional administration costs.

NOTTINGHAMSHIRE COUNTY COUNCIL
HIGHWAYS ACT 1980 SECTION 171
DEPOSIT MATERIALS ON OR EXCAVATE IN THE HIGHWAY

Applicants Name	
------------------------	--

Note 1. Please enter Business name and name of individual applying, (A business name is not acceptable; it must be name of individual, Ltd. Company or other incorporated body).

Note 2. If a contractor is to carry out the work, then the contractor should apply.

Applicant's Address	
Telephone No.	

Note 3. This must be the individual's home address or a limited company's registered office.

I/We Apply for Consent to: (Please Delete as Appropriate)
Temporarily deposit building materials and/or rubbish and/or other things
Or temporarily excavate in the highway

Please note a Section 50 Licence under NRSWA will be required if apparatus is being installed

Note 4. It will be a condition of any consent that public liability insurance cover of not less than £ 5,000,000 will be needed in respect of the works.

Location of Work	
Brief Description of Work	
Start Date	
Completion Date	
Applicants Signature	

Note 5. If the applicant is a Ltd. Company, then the signatory must state position in Company and must be authorised to make the application.

Company and must be authorised to make the application.

NOTTINGHAMSHIRE COUNTY COUNCIL
GENERAL CONDITIONS ON THE CONSENT GRANTED
UNDER SECTION 171, HIGHWAYS ACT 1980

NOTE *'Highway' includes the carriageway, pavement and verges.*

INSURANCE

1. You must have a policy of public liability with insurance of a limit of not less than £5,000,000 per claim and which covers any claim arising from the presence of the materials etc. or the excavations.
2. The policy must provide cover throughout the period the materials etc. were deposited on the highway or the excavations remain open and the surface has not been permanently reinstated.
3. You must produce the policy evidence that the premiums are up to date.

NOTE *(if the insurance cover is not in force then quite apart from any criminal offence, the Council may, by notice, require you to forthwith remove the materials etc. or fill in the excavations and if you default, do the work itself and recover the cost from you)*

ROAD SAFETY

4. You must comply with the New Road and Street Works Act (NRSWA 1991) Code of Practice for Safety at Street and Road Works (HMSO) and make arrangement to protect pedestrian and vehicular traffic throughout the period the materials etc. are deposited in the highway or the excavations remain open.

NOTE *Section 171 Highways Act 1980, and NRSWA 1991 make it a criminal offence if you do not:*

1. *Put up barriers and traffic signs to warn of and prevent danger,*
2. *Comply with any separate written notice concerning the traffic signs to be put up and kept in position.*
3. *Guard and light the materials or excavation*

Section 175, Highways Act 1980 requires you to have particular regard to the needs of the disabled and blind

EXCAVATIONS

5. At least 30 days before you start any excavations you must notify the utilities companies of your intent. (contact lists supplied) A copy of the utility company's reply must be enclosed with your application or forwarded before commencement of works can take place. (exceptions may be made in emergencies at the Highway managers discretion)

6. The temporary excavations and reinstatement works must be carried out to the standards set out in NRSWA 1991. All provisions and conditions within the act must be adhered to.
7. When materials etc. are removed or the excavations closed up, the highway shall be left clean.

CLEANING

8. When materials etc. are removed or the excavations closed up, the highway shall be left clean.

NOTE (*Section 170, Highways Act 1980 makes it an offence to mix or put mortar, cement or similar materials on the highway except in a receptacle or on a plate adequate to stop it sticking to the surface or getting into drains and sewers*)

NOTE *Hoarding/Scaffolding/Skips – A separate form of application is needed for any of these.*

1. *You must not start excavating before a licence is granted.*
2. *The method of backfilling the excavations and for an interim reinstatement must be agreed with a highways inspector.*

REQUIREMENTS OF THE NEW ROAD AND STREET WORKSACT 1991

9. Please note that before the application form to excavate in the highway can be approved the following is needed:
 - 1 - A copy of public liability insurance cover for £ 5 million pounds
 - 2 - A copy of your Street Works Qualification Register badge, showing both side of information or a photocopy of your qualification documents will be acceptable. Qualifications will be required for both Operatives and Supervisors (though this may be the same person).

NOTES FOR THE GUIDANCE OF PERSONS WISHING TO OPEN THE SURFACE OF A HIGHWAY

1. The attention of applicants is drawn to New Road and Street Works Act 1991 (NRSWA) and The Road Traffic Regulation Act 1984 (sections 14, 15 and 16) Which outline the responsibilities of any person wishing to brake open the highway. The latter Act is the regulation under which a road may be closed to facilitate works.
2. Subject to the appropriate provisions of the Code of Practice (see the booklet Safety at Street Works and Road Works) NRSWA 1991 and Chapter 8 of the Traffic signs manual issued by HMSO or any directions given by the Highway Authority, the following in general will be standard practice for the guarding, signing and lighting of highway obstructions and for temporary traffic control.
 - a) Before commencing work the portion of highway to be broken open must be properly fenced with conspicuous guard fence of barriers to prevent all danger to traffic, pedestrians and animals; particular care being taken to protect the blind and disabled.
 - b) Signs in accordance with the Code of Practice shall be positioned on the approaches to and fat the works. These signs shall be in good condition and regularly checked for the position and cleanliness.
 - c) Traffic control (e.g. Stop/Go or priority flow signing) may be required where a two way road is reduced to a single lane and alternative one way traffic is required to facilitate working room. The Code of Practice outlines the measures appropriate under the circumstance prevailing.

The use of temporary signals or stop/go requires separate consent from the Highway Authority. Application to use the signals should be made on the appropriate form (available from the area highway office) at least five working days prior to the intended start of works.
 - d) All traffic signs, lamps and signals shall confirm to NRSWA 1991 and Chapter 8 of the Traffic Signs Manual or any amendment thereof.
 - e) Where the works involve the obstruction of the footway the Authority may require the applicant, on grounds of public safety, to provide at the applicant's expense an alternative temporary footway either in the verge or by fencing off part of the carriageway. In the latter, the fenced off carriageway is to be treated as an obstruction and signed accordingly. If the applicant fails to satisfy any obligation imposed by there conditions the Council may do anything to secure their observance and the applicant shall pay the council the costs reasonably incurred by them in so doing.
3. The widths and lengths of any obstruction due to works undertaken shall be kept to a minimum disruption to traffic. Where severe disruption to traffic is unavoidable the applicant shall take all reasonable steps to reduce the length of time this disruption to a minimum by working overtime, shifts or on Sundays. The authority holds a list of those roads in the County where obstruction will not formally be permitted at peak traffic periods.
4. If it is considered that the works can only be carried out by temporary closing the highway the applicant must be notify the Authority in writing at least six weeks before the date when the closure is required, so that the

necessary advertising before the date when the closure is required, so that the necessary advertising and posting of statutory notices may be put in hand. If owing to an emergency a highway has to be closed without notice, the applicant must notify the Authority without delay in order that suitable diversions may be arranged. The applicant shall repay to the council any costs incurred on advertising and posting of statutory notices otherwise in connection with any closing of the highway. It should be noted that closures would be granted in consideration of the likely impact to the travelling public and other works, which may be undertaken. An application is not guaranteed to be successful.

5. Where by reason of the applicant's works, movement of traffic in a highway is restricted or prohibited and such traffic has to use an alternative route or lower classification, the applicant shall be liable to pay to the Council any costs incurred in preventing or making good damage resulting from its use.
6. Further advice may be obtained from the Area Highways Office, Nottinghamshire County Council, Communities Department, Welbeck House, Darwin Drive, Sherwood Energy Village, Ollerton, Nottinghamshire, NG22 9FF
Telephone 01623 520739 (or 08449 808080).

7. **The Permanent Reinstatement of the Highway must be carried out by the County Council if specified as a special condition of the Section 171 Agreement**

In this case the estimate cost of this work is £_____

The sum must be paid to the county council before the date given in special conditions. The final cost of the work will be calculated by measurement of the superficial area, including cut back margins, applied to the schedule contracted for rates used for the time being by the council. An invoice will be sent to the applicant and any balance owing must be paid after receipt of the invoice, and prior to commencing work.

Appendix 11: Temporary traffic lights approval certificates

Application for Temporary Traffic Signal Authorisation

To: Nottinghamshire County Council

Applicant
Address

Telephone
E-mail

Fax
Contact

Works Promoter

Works Contractor

Traffic Signal Supplier

Telephone

Emergency Telephone Contact for all hours of signal use

Location of Works

Description of Traffic Signal Arrangements

Dates of Traffic Signal Use

Hours of Traffic Signal Use

Works Reference

HIGHWAY AUTHORITY USE ONLY

HA Reference

Traffic Sensitive

Y N

Permanent Signals Affected

Y N

Use of Temporary Traffic Signals is: (Tick box)

Approved as application

Approved subject to conditions below

Conditions / Comments

Not approved as detailed below

Date

Signed

Notes for guidance.

1. Site approval for all Portable Light Signals is required under the Traffic Signs Regulations and General Directions 2002, Regulations 35 and General Direction 53.
2. All applications must be accompanied by a 1:1250 (or better) scale plan showing the location of the signal heads to within 2 metres of their actual location on site.
3. Upon receipt of the completed application form, the Highway Authority will, if satisfied, issue the approval in writing as required by Regulation 53. Alternatively, if the application is refused the Highway Authority will detail the reasons for this.
4. Should an applicant place and operate Portable Light Signals on the highway without the written approval of the Authority (as per Regulation 53) then an offence is committed under the Highways Act 1980 and the Authority may take legal action against offenders.
5. It is imperative for co-ordination and administrative reasons that adequate advance notice is given in all cases.
6. Applicants should, prior to submitting this form, make themselves familiar with the proposed location of the Portable Light Signals and the local features that may have an impact on their proposals. This will include, road junctions, Zebra/Pelican crossings, schools, commercial and industrial accesses, etc. Account must be taken of these features in the design and timings of the proposed Portable Light Signals.
7. Portable Light Signals must be operated in accordance with the DfT's booklet 'An Introduction to the use of Vehicle Actuated Portable Traffic Signals' – ISBN 0-11-550781-7
8. Where, as part of the proposed use of the Portable Light Signals, there is a requirement to switch off any Permanent Traffic Signals or Pelican Crossings, only authorised Authority representatives may switch these off/on. The applicant may be charge for this service.

Please note that the Authority will switch the Permanent Traffic Signals off and on and cover the signal heads and push buttons (where pedestrian facilities are involved). However it will be the responsibility of the Applicant to provide all the additional associated signing and barriers that are required at the Applicants cost. These must be on site at the time of the switch off and resources made available by the Applicant to place them on the highway in conjunction with the switch off. Conversely at the time of the switch on of the Permanent Traffic Signals by authorised Authority representatives, resources must be made available by the Applicant to remove the additional associated signing and barriers on the highway in conjunction with the switch on.

Permanent Traffic Signal heads must not be covered by the Applicant in order to avoid having the signals officially switched off. Any such action is an offence under the Highways Act 1980 and the Authority may take legal action against offenders.

9. The Authority must be notified by the Applicant of any changes to those listed on the application.
10. Where the work is in the vicinity of a level crossing or railway bridge, the Rail Authority must also be consulted prior to any work commencing. Where the work is in the vicinity of a tram or light rapid transport system, the operator of these must be contacted prior to any work commencing.
11. The Applicant may request the Authority to design the layout and timing of Portable Light Signals. The Authority however reserves the right to decline to do this. If the Authority does enter into an agreement to undertake this work then it may charge the Applicant for this work.

Appendix 12: Skidding Resistance – NPV Calculator

Skidding Resistance

NPV Calculator (NOTE - input only in shaded boxes)

Road No.		SCRIM Survey Year		CSC	
Length (m)		Av. Width (m)		Area (sq m)	
Investigatory Level		Treatment*		Rate (£/sq m)	
Cost of treatment (£)		NPV (£)		Priority No.	

Site Location

Number of accidents		Wet (x)		Dry (y)	
1. Theoretical total accidents = (y) 0.69				Cost of Accident*	£102,394*
2. Theoretical No. of wet accidents = (1) - (y)				Life of treatment	
3. Theoretical reduction of wet accidents = (x) - (2)					
4. Accident reduction per year = (3)/3				Treatment	Life (yrs)
5. Annual savings of accidents (£) = 4 x cost of accident				HRA/SMA	10
6. Value of accident saving (£) = (5) x Life of treatment				HSRS	6
7. NPV = (6) - Cost of treatment				HP Surface dressing	4
				Surface dressing	2

* at October 2008

Proposed Treatment

Remarks

Appendix 13: Winter Service Operational Plan – Part 2 - Policies

APPENDIX 13

Winter Service Operational Plan

Section 2 – Statement of Policies and Responsibilities

2.1 Policies

2.1.1 Definitions

For the purpose of this document the following definitions apply:

Priority 1 Routes:

These are the published lengths of roads collectively forming a strategic network and which are treated by the Highway Authority as a first call on its precautionary salting and snow clearance resources.

The criteria for defining Priority 1 Routes are as follows:

- a) All non-trunk A and B classified roads

The following road categories may also be included, subject to complying with the additional criteria (i to vii) below:

- b) Strategic routes carrying high traffic flows (>1500 vehicles per day AADT) and generally defined as Category 3 or higher in the current County Council Structure Plan hierarchy;
- c) Major urban distributor roads
- d) Main bus routes

Additional criteria relating to categories b, c and d above:

- i) Total 2-way flow to exceed 1500 vehicles per day AADT
- ii) Usage by public transport;
- iii) Local climate;
- iv) Comments from all emergency services;
- v) Accident records during winter weather;
- vi) Local factors (access to industry etc);
- vii) Efficient use of treatment routes and resources.

Priority 1A Routes

These form a network of roads in the Arnold and Carlton area which are identified as desirable to treat during prolonged severe weather or snowfall to facilitate mobility of local residents.

Treatment of these routes is to be carried out during normal daytime working hours only.

Priority 2 (Secondary) Routes

These are a further defined network of roads of identified importance such as bus routes, roads leading to essential industrial, military, medical or emergency service establishments or roads providing access to major settlements not served by Priority 1 Routes. Priority 2 Routes will also include those roads that establish at least one link to each settlement, accesses to special schools and certain problematical hilly areas.

Priority 3 Routes

These roads comprise the remainder of the road network.

Severe weather will be when persistent widespread ice or snow (not frost) occurs for more than 24 hours and with forecasted temperatures not expected to rise above zero for a further 24 hour period.

Main bus route

This is or winter service purposes is a road carrying 8 or more individual services (not individual journeys) in any hour.

Urban road

Defined as roads subject to a 40mph or less speed limit.

Rural road

Defined as roads subject to a speed limit exceeding 40mph.

Highway

Defined as the adopted carriageway, footway, pedestrianised area or cycleway for which the County Council is the Highway Authority.

Normal working day

Is deemed to be the period between 0800 hrs and 1600 hrs Monday to Friday.

1st Priority footways

Following risk assessment, a list of footways shall be produced derived from those footways serving:

- i) Main shopping areas;
- ii) Busy urban footways to include those leading to main industrial establishments or hospitals;

- iii) Promoted routes such as 'Safer Routes to Schools';
 - iv) Footways offering segregated or combined cycle track facilities.
- us stops on major bus routes.2nd Priority footways

Following risk assessment, a further list of footways shall be produced derived from the footways serving i) to v) in the preceding section but not included in the 1st Priority footway list, together with footways adjacent to:

- i) School crossing patrol sites;
- ii) Complexes for the elderly;
- iii) Medical surgeries and clinics;
- iv) Other locations where above average use by the elderly, very young or the mobility impaired can be reasonably anticipated.

3rd Priority footways

Treatment of other footways not defined as 1st or 2nd priority shall be undertaken when it is judged that a severe hazard exists additional to that which could reasonably be expected to be encountered by a pedestrian in periods of snow or prolonged frost.

Treated Road Carriageway Lengths

Road classification	Total length in County (Km)	Treated length in County (Km)	Percent of total length treated (%)
A	532	532	100
B	272	272	100
C	769	344	45
Unclassified	2619	307	12
TOTALS	4192	1455	34.7

2.1.3 Policy Statements

1. Winter maintenance operations will give priority to a strategic network of 'Priority 1 Routes'. These will comprise the entire A and B classified road network carriageways plus main bus routes and certain other roads of major importance. The intention shall always be to complete the treatment of Priority 1 Routes in advance of ice forming on road surfaces whilst accepting that in some circumstances, such as late changes in weather forecasts, this will not always be possible.

2. Routine pre-salting when ice is expected to form on carriageways shall be confined to the Priority 1 Routes unless severe weather is .

3. In severe weather, treatment shall be extended to Priority 2 Routes as resources allow once Priority 1 Routes are in a satisfactory and passable condition. Priority 3 Routes shall be treated once all Priority 1 and 2 Routes are in a satisfactory condition and passable.

4. During periods of prolonged severe weather salt conservation criteria may be considered. These criteria allow phased reductions in the extent of the network which is treated to be introduced based upon residual salt stocks.

The Service Director (Highways) will make the decision whether to implement salt conservation criteria. This decision will be based upon engineering judgement and will take into account existing salt stocks, the likelihood of additional stocks becoming available and weather forecasts. The proposed reductions will follow the sequence below:

- a) Reduce salting to P1 and P2 routes only.
- b) Salting of P1 and P2 routes until only ten days stocks (or 40 runs) remain.
- c) Salting of P1 routes only until only six days stocks remain.
- d) Salting of A and B roads only with limited other routes of strategic / essential amenity until only six days stocks remain.
- e) Salting of A roads only.

In snow conditions one of the four daily runs may be of sand.

5. The treatment of footways and cycle tracks shall reflect their importance for the safe movement of highway users and will be undertaken on 1st priority footways when:

- a) Overnight frost or settled snow is likely to persist for the next 24 hours, or risk assessments indicate such action should be taken.
- b) In the case of overnight frost, treatment of Priority 1 carriageway routes shall have been satisfactorily completed. In snow conditions, treatment of any footways shall be dependent upon the condition of Priority 1 and 2 carriageway routes and resources being available.
- c) In exceptional circumstances, treatment may be extended to 2nd priority footways as resources allow. 3rd priority footways may be treated once all 1st and 2nd priority footways are in a satisfactory condition.

6. Salting of footways will not take place on Sundays or Bank Holidays. Salting of footways on Saturdays will only take place on the priority 1A footway network to include major town centres/shopping areas and locations where pedestrian numbers are very high.

7. Winter service treatments will be confined to areas of adopted public highway only.

8. A system of local weather stations will be operated and used to assist with weather forecasting and monitoring of local conditions. A competent external forecasting organisation will be used to provide specific and detailed forecasts to guide treatment decisions.

9. 24 hour winter service cover will be operated throughout the months of October to April inclusive to monitor winter weather conditions and enable treatment decisions to be made under changing circumstances.

10. Response times from the winter service operator in all instances will be:

All gritters will be loaded and depart from their operational base within one hour of call out

and,

Under normal circumstances, all Priority 1 Routes will be treated within four hours of gritters leaving their operational base.

11. In icy conditions (other than in severe weather) individual locations on the public highway not on Priority 1 Routes will be salted only if in the opinion of the Police, conditions at the location concerned are abnormally hazardous with accidents occurring or very likely to occur.

Further guidance about Police requests for road salting is included in Section 6.5.4.

12. Liaison will take place with other Local Authorities responsible for winter service on roads within and adjacent to the County including coordination with their treated routes and treatment decisions.

13. Where justified for reasons of efficiency and cost-effectiveness, reciprocal agreements will be entered into with adjoining Authorities for winter service treatment.

Further details about reciprocal arrangements are included in Section 2.5.2.

Any road treated by an adjoining authority would be treated in accordance with that authority's policies for operational purposes and not the local highway authority's policies.

14. Grit/salt bins may be provided in accordance with Nottinghamshire County Council's grit bin assessment framework, this framework will be applied to all new and outstanding grit bin requests.

The assessment framework will also be applied to all existing grit bins to establish whether they are still required and are in the correct locations. The results of these assessments will be used to establish a priority refilling schedule.

Grit bins which are demonstrably unused will be removed.

Bins will not be provided on Priority 1 Routes.

Salt bins should not be placed next to trees or hedges or within a distance equal to the height of the tree or hedge.

Salt bins should be left on site outside the winter period.

Parish Councils will be able to purchase grit bins from the County Council. The price charged will cover the provision, delivery and first filling of the grit

bin with a salt/sand mix. Further filling and maintenance of the grit bin will be the responsibility of the Parish Council.

teams will write to all Parish Councils offering to provide them with five bags of salt free of charge, a deadline for replies will be set. . Additional salt may be purchased from the County Council and the price charged will be calculated to reimburse the Authority's reasonable costs.

Parishes will be able to purchase salt at any time however, due regard must be made of the County Council's ability to make deliveries during periods of severe weather. To overcome logistical difficulties Parish Councils should plan to make their purchases as early as possible.

15. Salt heaps may be provided as a self-help measure in rural areas where either of the following conditions occur:

- i) A steep hill (> 10% gradient) or sharp bend.
- ii) A junction hazard is present.

They will be sited to cause minimal damage to grassed areas or other vegetation.

Salt heaps should not be placed next to trees or hedges or within a distance equal to the height of the tree or hedge.

In recognition of the potentially detrimental effects of salt heaps on the environment, there will be a presumption against the provision of new salt heaps and that ultimately all salt heaps will be removed.

16. Snow wardens may be appointed by the local Parish or Town Council.

Appendix 14: Table of Hierarchies

Appendix 14 – Hierarchy Details

The hierarchy categories used in the Highway Network Management Plan are based upon those found in the Well Maintained Highways – Code of Practice for Highway Maintenance Management (July 2005). The following tables are included in this Appendix:

- Table A – Provides a description of the carriageway hierarchies used in the Highway Network Management Plan with a comparison with the definitions of road hierarchies contained in the current County Council Structure Plan.
- Table B – Provides a description of the footway hierarchies used in the Highway Network Management Plan.

Table A – Carriageway Hierarchies

NCC - Structure Plan		Well Maintained Highways – Code of Practice for Highways Maintenance Management (July 2005)				
Hierarchy		Hierarchy		Type of Road General Description	Description	Type of Road
Category	Description	Category	Description			
1	Main roads - All motorways, trunk roads and primary principal roads	1	Motorway	Limited access motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.	Motorways only
		2	Strategic Route	Trunk and some Principal 'A' roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40mph and there are few junctions. Pedestrian crossings are either segregates or controlled and parked vehicles are generally prohibited.	Primary 'A' roads only
2	Major secondary roads – Non-primary principal roads and strategic non-principal roads	3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short – medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.	Non-Primary 'A' roads 'B' roads providing they link strategic routes and/or urban centres

Continued on next sheet

Table A – Carriageway Hierarchies (Continued)

NCC - Structure Plan		Well Maintained Highways – Code of Practice for Highways Maintenance Management (July 2005)				
Hierarchy		Hierarchy		Type of Road General Description	Description	Type of Road
Category	Description	Category	Description			
3	Other section roads – Minor distributor roads	3b	Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossing. On-street parking is generally unrestricted except for safety reasons.	All remaining 'B' roads All 'C' roads Unclassified roads only if they are used as a regular bus route
4	Local roads – Local distributor roads and access roads	4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial inter-connecting roads with 30mph speed limits random pedestrian movements and uncontrolled parking.	Slip roads off the classified road network Unclassified roads if they provide links between the main and secondary distributor network
		4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.	All remaining unclassified roads if not already a hierarchy 3b or 4a

Table B – Footway Hierarchies

Well Maintained Highways – Code of Practice for Highways Maintenance Management (July 2005)			
Hierarchy		Description	Examples
Category	Category Name		
1(a)	Prestige Walking Zones	Very busy areas of towns and cities with high public space and street-scene contribution	Prestige walking – Major town and city centres (+30 number shops) with large areas of pedestrianisation and street-scene contribution
1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.	Primary walking – Major town and city centres (+30 number shops)
2	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping etc.	Secondary Walking – Small retail shopping outlets (+5 shops), large schools and industrial outlets (+500 pupils or equivalent pedestrian movements)
3	Link Footways	Linking local access footways through urban areas and busy rural footways.	Link footways – Urban access, busy rural, all other schools
4	Local Access Footway	Footway associated with low usage, short estate roads to the main routes and cul-de-sacs.	Local access – rural footways, non feeder footways in housing estates

Appendix 15: County Wide HGV Survey Form

This form is available as an interactive spreadsheet. Printed copies must be A3 size.

COUNTY WIDE HGV SURVEY

LOCATION:				miles	LENGTH OF INTEREST	SPEED LIMIT (mph)		
NOTES - In the electronic version of this form the shaded boxes have drop-down values and the TOTAL is automatically produced from the figures in that column. Only print hard copies at A3 size.								
SECTION A - Hierarchy		H1 & 2		H3a	H3b	H4a & 4b	Brief description of location	
1	HAMS Hierarchy (do not complete after Section A if hierarchy 1 or 2 road)	EWR NOT PERMITTED		EXCEPTION ONLY	0	5		
SECTION B - HGV Volumetric Analysis								
2	% HGVs of total flow (8am-5:30pm) or largest peak hourly % (over 24hr)	≤5%	>5%-≤10%	>10%-≤15%	>15%-≤20%	>20%		
	No. HGVs..... No. all vehicles.....	0	5	10	15	20		
SECTION C - Road Safety							RECOMMENDATIONS and/or any additional comments	
3	mean speed of HGVs greater than speed limit - multiplied by the designated speed limit value (≤30mph=2; 40mph=1; ≥50mph=0)	<0	0-4mph	4-6mph	>6mph	multiply by	equals	
		0	2	4	6			
4	No. HGV reported injury accidents in 3 year period (whole length).... multiplied by	None	1-2	3-4	5	>5		
		0	1	2	3	5		
5	%HGV accidents of total accidents in 3 year period (whole length)....	None	1-2	3-4	5	>5	multiply by	
		0	1	2	3	4	equals	
SECTION D - Environmental considerations							Possible solution	
6	Average no. of properties on both sides of the road per 100m length. Less than 2 properties scores 0.	2-5	5-10	10-15	15-20	>20		
		1	2	4	6	8		
7	Average distance of properties from edge of carriageway	0-2m	2-5m	5-10m	10-20m	>20m		
		6	5	4	2	0		
8	Average width of carriageway	<4.5m	4.5-5.5m	5.5-6.5m	6.5-7.3m	>7.3m		
		6	5	4	2	0		
9	Average width of footways (choose narrowest footway)	0-0.5m	0.5-1.0m	1.0-1.5m	1.5-2.5m	>2.5m		
		6	5	4	2	0		
10	Carriageway alignment - dips and bends (ranging from relatively straight and/or flat to appreciable numbers of sharp bends and/or steep inclines)	Straight/flat	Slight	Moderate	High	Very high		
		0	1	2	3	4		
11	Parking/congestion/junctions (ranging from negligible difficulties to very high levels of impediments to flow/conflicts)	Zero	Slight	Moderate	High	Very High		
		0	1	2	3	4		
12	Pedestrian/cyclist movements (ranging from negligible levels, such as remote areas, to very high levels, such as large village centres)	Zero	Few	Moderate	High	Very High		
		0	1	2	3	4		
SECTION E - Special factors							No practical solution	
13	Proximity to hospitals, health centres, schools etc. Consideration should also be given to Conservation Areas and other locally sensitive issues.	Up to maximum score of 5						
14	Likelihood of unacceptable damage to highway structures or structural integrity of the carriageway	Low = 0	Med = 5	High = 10				
TOTAL								
							Form completed in Area Office by	
							Date sent to Network Management and to whom	

Appendix 16: Application for a pavement Café license

The cost of applying for a Pavement Café License is **£215** which is **non-refundable**.

The license grants permission to place tables, chairs and barriers on the highway for a period of **5 years** subject to the conditions imposed by the County Council (or its Agent). The method of payment shall be a cheque made payable to the appropriate Licensing Authority shown on page 2 of the standard conditions for pavement café licenses.

Where the applicant is not the owner of the premises, written confirmation is required of the consent of the owner/freeholder or managing agent to the operation of a Pavement Café from those premises.

Applicants are required to supply as much detail as possible, for all items proposed. Photographs, sketches, clear photocopies and technical details (dimensions, colours, materials etc). All items need to be specified / detailed on the main site plan.

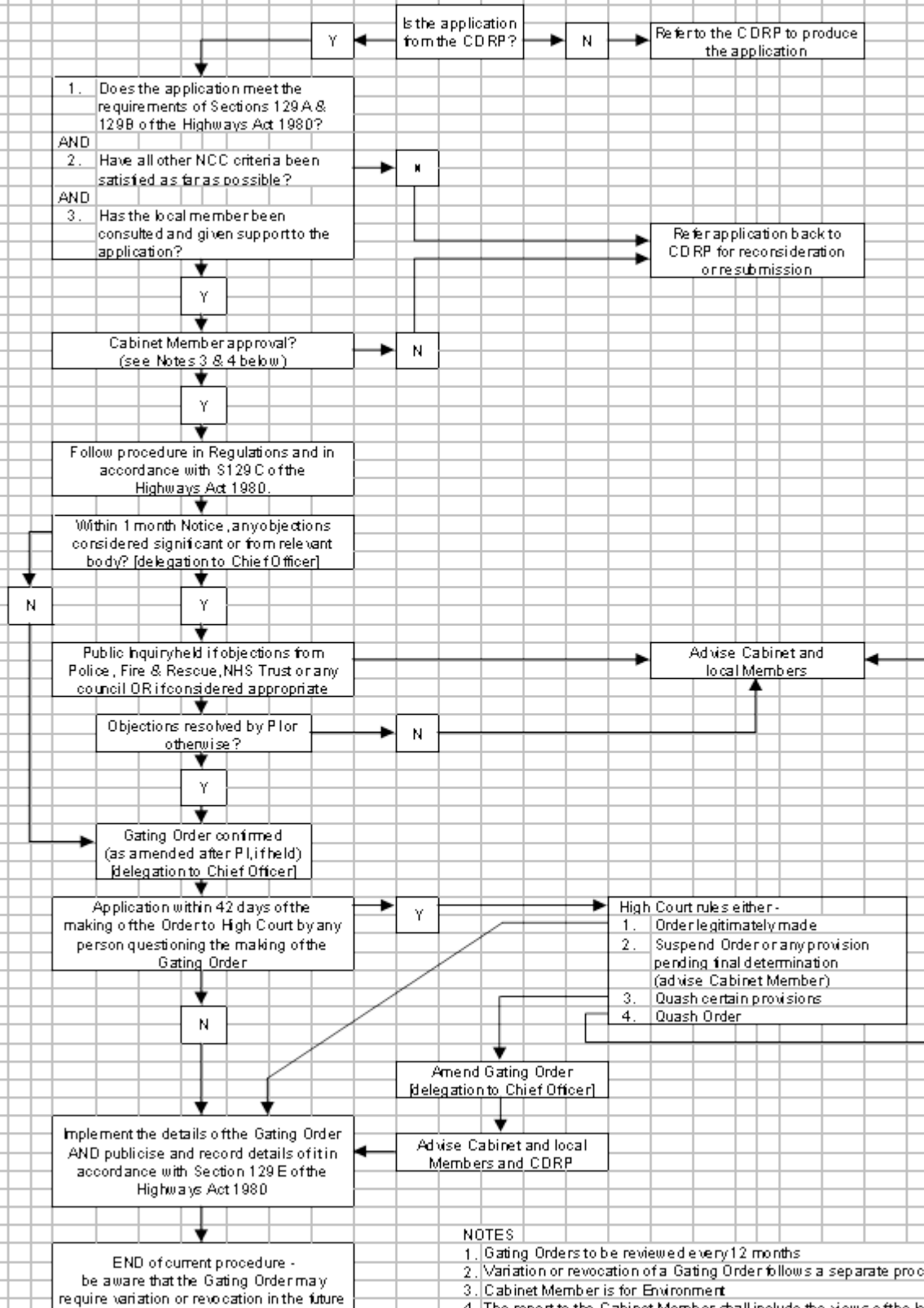
Applicants details -	
Applicant's name:	
Applicant's address:	
	Post code: _____
Applicant's tel no.:	
Applicant's email address or fax no.:	
Name of premises:	
Address of premises to which proposal relates:	
	Post code: _____
Owner of premises:	

Owners address:	
	Post code: _____
Road name or name of highway affected:	
Brief description of proposals -	
Proposed operating times:	
Proposed number of tables and chairs:	
Enclosures -	
Payment (non-refundable)	<input type="checkbox"/> Amount £ 215.00
Location plan	<input type="checkbox"/> 8 Copies at a scale of 1:1250 or 1:1000
Seating plan	<input type="checkbox"/> 8 Copies at a scale of 1:500 or 1:200
Proof of owners consent	<input type="checkbox"/>
Proof of public liability insurance	<input type="checkbox"/>
Barrier, table & chair and equipment details	<input type="checkbox"/>
Planning consent for change of use	<input type="checkbox"/>
Declaration -	
<p>I declare that all of the information contained on this application form and it's supporting documents is correct. I have read and understand the standard conditions attached to this license and I confirm my acceptance to those conditions as part of the license agreement.</p> <p>Applicant's signature. _____ Date: _____</p> <p>.....</p>	

**Appendix 17: Procedure flow chart for the restriction of public use of a highway
by means of a Gating Order under Section 129 of the Highways Act
1980**

PROCEDURE FLOW CHART FOR THE RESTRICTION OF PUBLIC USE OF A HIGHWAY BY MEANS OF A GATING ORDER UNDER SECTION 129 OF THE HIGHWAYS ACT 1980

Revised Dec 2014



* See accompanying Procedure Notes

NOTES

1. Gating Orders to be reviewed every 12 months
2. Variation or revocation of a Gating Order follows a separate procedure
3. Cabinet Member is for Environment
4. The report to the Cabinet Member shall include the views of the local Member and the Cabinet Member for Community Safety & Partnerships

Appendix 18: Road Safety Audits

Nottinghamshire Practice – Variations from HD 19/03

The Highways Agency Standard HD 19/03 sets out the procedures for the Road Safety Audit of improvement schemes on Trunk Roads and Motorways. It is generally accepted that this document is primarily intended for large 'new build' schemes, where the environment is predominantly vehicle based, for example a new bypass. While the use of this document is 'commended' to other highway authorities, some of the procedures are rather unwieldy for smaller projects.

Experience in Nottinghamshire over many years suggests that minor schemes are just as likely to contain safety issues as large scale projects. This is particularly true for amendments within an existing urban road environment. For this reason as many projects as possible are road safety audited, the majority of which are small-scale.

To carry out such large numbers of audits in full compliance of HD 19/03 would have considerable resource implications, and would limit the number of schemes that could be subject to the audit process. Therefore a number of variations from HD 19/03 have been adopted within Nottinghamshire.

Requirement of HD 19/03	Nottinghamshire Practice
All members of audit team to visit the site at stages 1 and 2	The lead auditor visits the site prior to discussion with the other members of the audit team. In certain instances the audit team may decide that it is reasonable to forego the site visit. For example the audit team may be sufficiently familiar with the site from previous visits. This is acceptable providing that an explanatory note is included in the report.
All members of audit team to attend night visit	The lead auditor visits the site at night prior to discussion with the other members of the audit team. If in the opinion of the auditors there is little to be gained from a night visit, it may be forgone providing that an explanatory note is included in the report.
An illustrative audit report is included in HD19/03. In this report each problem is preceded by a location description and a summary of the problem.	The simpler "Problem/Recommendation" system recommended in the previous version of the standard is retained for reasons of brevity and also clarity. General observations by the auditors may be included in a separate section within the report.

<p>Stage 4 audits (Monitoring at 12 and 36 months after completion)</p>	<p>In the 1990s AIU monitored audited schemes for a number of years. Eventually this was abandoned, because accident problems were very rarely identified, and the process diverted staff resources from road safety auditing and accident investigation work.</p> <p>Due to the close integration of the Data and Investigation sections within AIU, a scheme which exhibits a major accident problem after construction will normally be identified as part of day to day working practices.</p>
<p>Draft audit report sent to Project Sponsor/Promoter, prior to production of a “final” report.</p>	<p>Unless there are exceptional circumstances, the audit team will produce one report, which is held to be the final version.</p>
<p>Annotated A3 or A4 drawings of the site to be included within the audit report.</p>	<p>Drawings or photographs may be included where this is felt to be beneficial for purposes of clarity, but this is not a requirement.</p>

UK National Roads Board ‘Guide to Highway Risk and Liability Claims’ 2005

This document is chiefly concerned with highway maintenance issues. However it contains a short section covering Road Safety Audit. It suggests that a highway Authority may wish to consider providing additional information with each audit recommendation, as follows.

Risk Factor

This would be a score based on a risk assessment system i.e. Risk Impact multiplied by Risk Probability. These scores would be attached to each recommendation to allow designers to balance the safety concern with the other objectives of the scheme, including cost. However, this system could lead to the disregarding of recommendations having a low or medium Risk Factor, regardless of the complexity or cost of making the suggested changes.

A previously used star system for grading the importance of audit recommendations has been dropped from the current version of the Highways Agency standard for the road safety audit of highways (HD 19/03), apparently because of routine disregarding of recommendations with low or medium star ratings.

In general, audit teams endeavour to include only recommendations which they feel need attention.

For these reasons a Risk Factor system is not used in Nottinghamshire.

Quantification of Risk, and Evidence in support of recommendation

Auditors will consider including this type of information where appropriate. However, most problems are site specific, or concerned with details, so the direct applicability of research or predictive tools to an individual audit problem is likely to be rare.

Appendix 19: Departures from Standards

DEPARTURES FROM STANDARDS

EXTERNAL PROCEDURES

1. Detailed design received by the Development Control Team/Trunk Road Liaison.
2. Development Control Team/Trunk Road Liaison engages the Highways Designers to check the design against current standards. The Highway Designers engages the AIU to undertake a Safety Audit and liaises with other internal Sections as appropriate. If OK, the Highway Designer approves design to proceed to production of Agreements and notifies the Development Control Team/Trunk Road Liaison accordingly. If not, the Highway Designer identifies discrepancies and informs formally the developer/designer.
3. Developer/designer agrees to change design to meet current standards. If OK, the Highways Designer approves design to proceed to production of relevant Agreement and notifies the Development Control Team/Trunk Road Liaison accordingly. If not, go to (next step)
4. Developer/designer is advised in writing by the Highways Designer that departures from current standards remain. The Developer/designer is asked to either revise the design to meet current standards or to provide full explanations of the constraints or special circumstances that evidence/justify any departure from standards together with detailed risk assessment of each of the non-conforming design aspects.
5. Developer/designer does not provide requested risk assessments and/or explanation/justifications (even following a suitable written reminder, if necessary, after a reasonable period). Design remains without approval and no further action is taken. Design file is retained until expiry of the relevant planning consent so that any future contact from the developer/designer should not result in additional work by the Highways Designer (unless particular design criteria have changed).
6. Developer/designer provides all items requested, following the receipt of which -
 - i. The Highways Designer notifies the Group Manager HPAC who assembles and chairs a meeting of the Departures Team, which is assembled specifically to discuss the proposed departures from standards. The Team shall comprise relevant representatives from at least – Design, Development Control, Highway Management and AIU.
 - ii. If not represented at the Departures Team meeting, consultation should take place as determined by this Team with Legal, Highway Operations and the Regional Design Guide Board, or the Highway Asset & Development Team, to ensure propriety, legality and consistency and to minimise the authority's potential liability.
 - iii. The Team shall determine the maximum extent to which the standards may be varied in this particular instance (this may involve further

internal discussion and, if necessary, any special authorisation). It shall also decide whether a commuted sum is required.

- iv. The Team shall determine whether County Council standards and/or those in the Regional Design Guide should be amended/updated permanently.

NOTES -

- (a) The Highways Designer shall ensure that full and proper records, minutes or notes are kept on the Design File of all pertinent matters in the above stages. They shall particularly ensure that the Team's reasons for agreeing to the extent of departure from standards are detailed together with the relevant Risk assessments, which must be included in the CDM File.
 - (b) The Highway Assets & Development Team shall maintain records of meetings of the Departures Team and also maintain a Register of decisions made by them (see pro-forma, attached)
7. The Highways Designer advises the Developer/designer of the Departures Team's final decision, confirming either that the design is acceptable or inviting resubmission of the design. Thereafter -
 - i. Developer/designer does not provide a revised design
Design remains without approval and no further action is taken. Design file is retained until expiry of planning consent so that any future contact from the developer/designer does not result in additional work by the Highways Designer (unless particular design criteria have changed), or
 - ii. Developer/designer submits unacceptable revised design.
The Highways Designer advises the Developer/designer that no approval will be given unless the proposals accord with the previously notified acceptable departure from standard. Design remains without approval and no further action is taken. Design file is retained until expiry of planning consent so that any future contact from the developer/designer does not result in additional work by the Highways Designer (unless particular design criteria have changed), or
 - iii. Developer/designer submits an acceptable design.
The Highways Designer approves design to proceed to production of relevant Agreement and notifies the Development Control Team/Trunk Road Liaison accordingly. CDM and other relevant files updated with details of the departure and approval/Risk Assessments
 8. Subject to the outcome of stage 6(iv), the Highway Assets & Development Team liaise with/advise the Regional Design Guide Board accordingly.
 9. Following satisfactory completion of the works, the Highways Designer will, when passing on the CDM File for maintenance purposes, ensure that Highway Operations are aware of, and the impact of, any departure from standards and of the existence of any commuted sum.

INTERNAL PROCEDURES

1. The Highways Designer is responsible for checking the design against current standards. If the design does not conform and departures from standards are required, the Highways Designer records this in the Design File and notifies the Group Manager HPAC, requesting consideration by the Departures Team. The Highways Designer must provide full explanations of the constraints or special circumstances that evidence/justify any proposed departure from standards, together with detailed risk assessment of each of the non-conforming design aspects.
2. The Group Manager HPAC assembles and chairs a meeting of the Departures Team, which is assembled specifically to discuss the proposed departures from standards. The Team shall comprise relevant representatives from at least – Design, Development Control, Highway Management and AIU. If not represented at the Departures Team meeting, consultation should take place as determined by this Team with Legal, Highway Operations and the Regional Design Guide Board to ensure propriety, legality and consistency and to minimise the authority's potential liability.
3. The Team shall determine the maximum extent to which the standards may be varied in this particular instance (this may involve further internal discussion and, if necessary, any special authorisation). The Highways Designer is advised of the Team's final decision and is obliged to make any necessary alterations to the design in accordance with that decision.
4. The Team shall determine whether County Council standards and/or those in the Regional Design Guide should be amended/updated permanently.

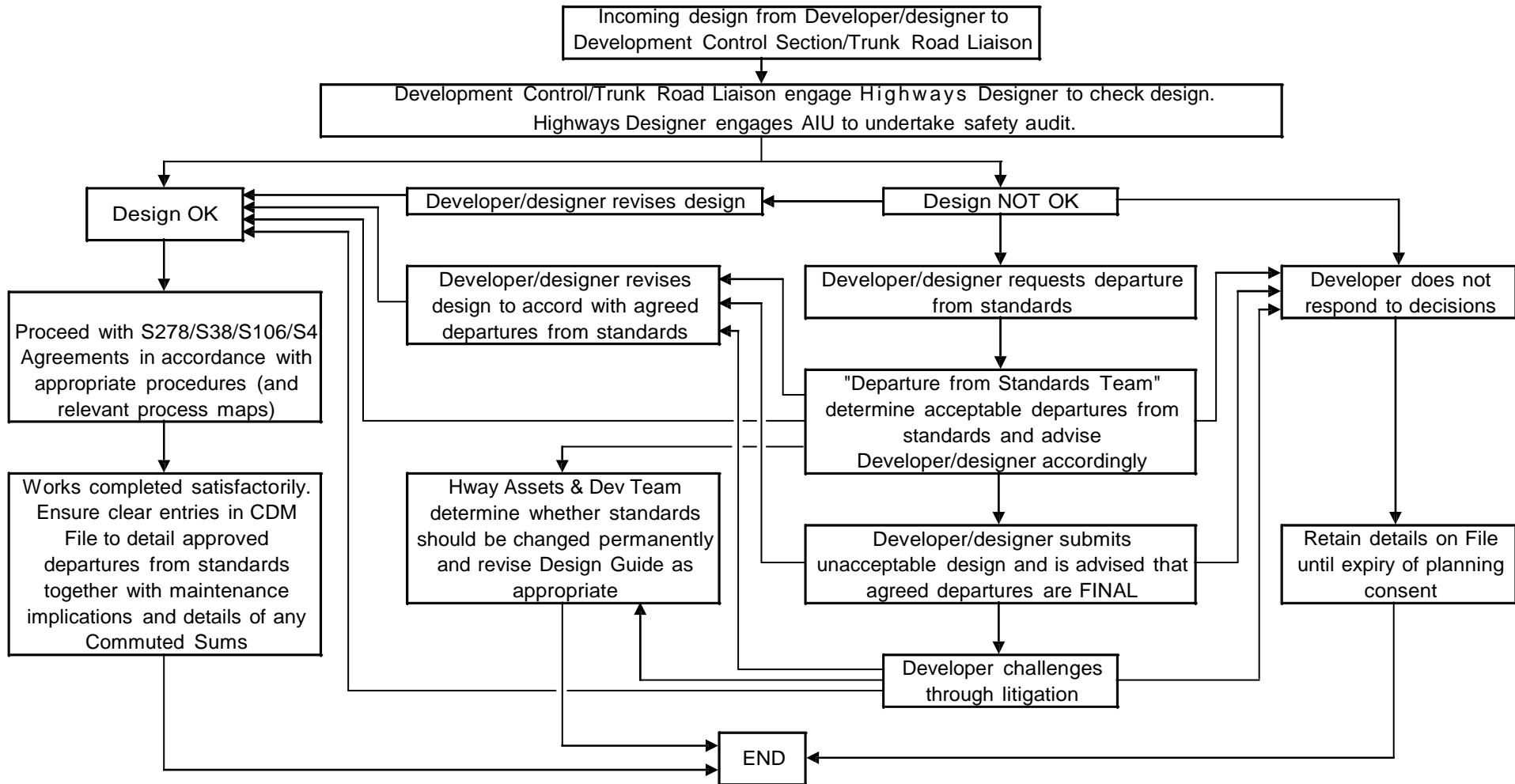
NOTES -

- (a) The Highways Designer shall ensure that full and proper records, minutes or notes are kept on the Design File of all pertinent matters in the above stages. They shall particularly ensure that the Team's reasons for agreeing to the extent of departure from standards are detailed together with the relevant Risk Assessments, which must be included in the CDM File.
- (b) The Highway Assets & Development Team shall maintain records meetings of the Departures Team and also maintain a Register of decisions made by them (see pro-forma, attached)

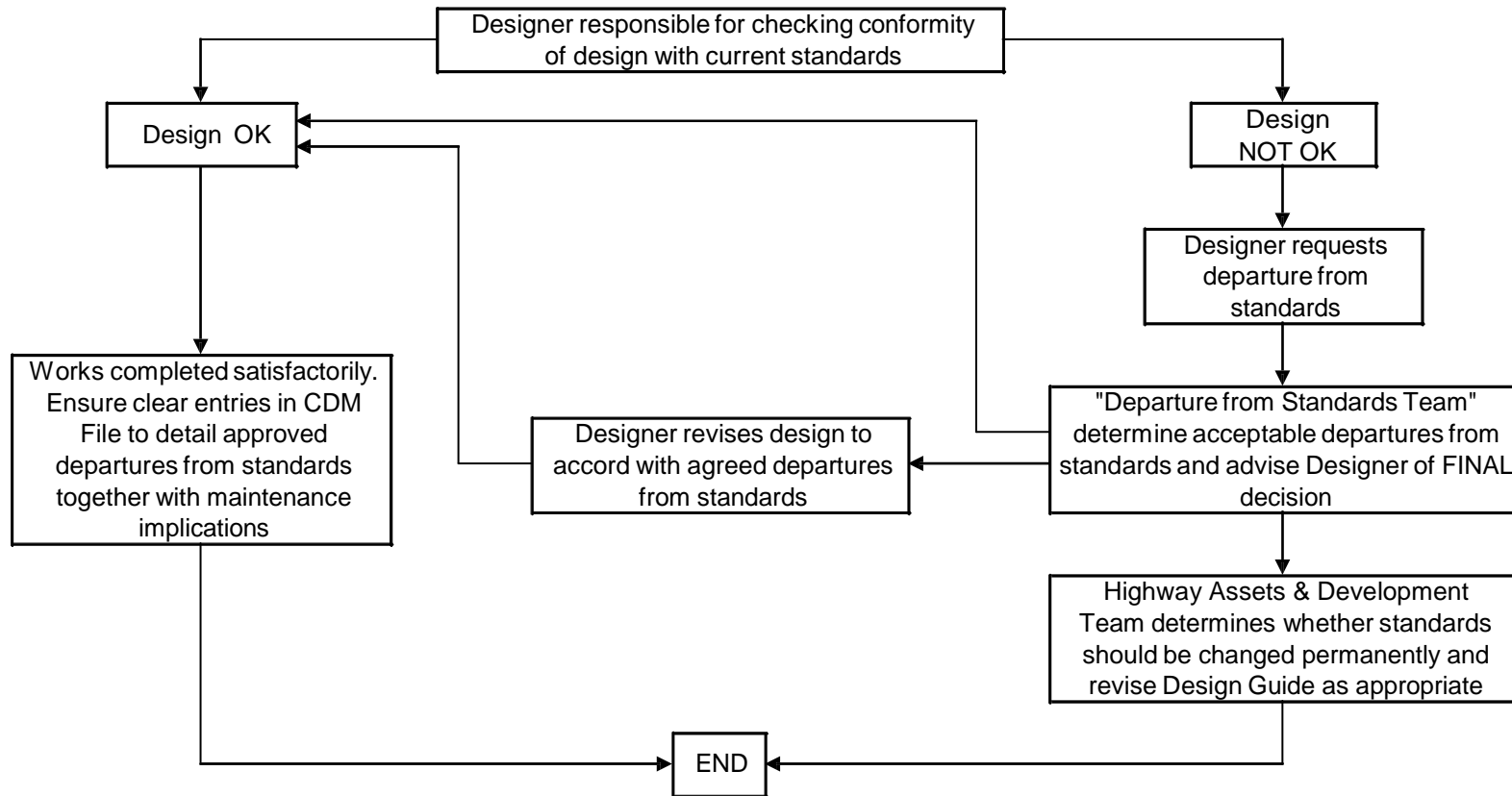
OTHER COMMENTS

The potential for departures from standards may be apparent at the outline planning stage, which is not covered by these procedures. Accordingly, consideration should be given to adopting stage 2 of the above external procedures for dealing with outline planning applications (except that in this case, the Development Control Team/Trunk Road Liaison, and not the developer, will be advised of the detail of any discrepancies.

DEPARTURE FROM STANDARDS PROCEDURE



DEPARTURE FROM STANDARDS
(INTERNAL)



DEPARTURES FROM STANDARDS REGISTER (external)

Departures Team Leader		
Team Members		
Consultees		
Developer/designer		
Details of requested departure		
Attachments - No		
Current standard		
Attachments - No		
Justification from developer		
Attachments - No		
Risk assessment		
Attachments - No		
Decision of Departures Team		
Signed off by		Date

DEPARTURES FROM STANDARDS REGISTER (internal)

Departures Team Leader		
Team Members		
Consultees		
Designer		
Details of suggested departure		
Attachments - No		
Current standard		
Attachments - No		
Justification		
Attachments - No		
Risk assessment		
Attachments - No		
Decision of Departures Team		
Signed off by		Date

Appendix 20: CCTV equipment on the highway

CCTV Cameras in the Public Highway

Guidance Note



Nottinghamshire
County Council

Nottinghamshire County Council recognises its duties under the Crime and Disorder Act and the positive contribution that CCTV can make. This guidance note and associated forms are intended to assist those bodies wishing to install CCTV to ensure all public safety and necessary permissions are in place for the protection of the promoter and the Highway Authority. The Highway Authority recommends that promoters give first consideration to installing CCTV equipment outside of the highway to avoid issues regarding maintenance and access to equipment. Where this is not possible on agreement, CCTV equipment may be installed on the highway on a temporary or permanent basis.

- A temporary installation is one where CCTV equipment is fixed to a highway lighting column for a maximum time period of 3 months to target crime and anti-social behaviour as required.
- A permanent installation is one which is located in an agreed location on a purpose built post.

For temporary or permanent CCTV installations, agreement with the Highway Authority will require full approval through the application process detailed below.

CCTV Equipment will only be permitted on lighting columns that are in good condition. Any column testing required will be organised by NCC and recovered from the applicant. The lighting column should have no other existing attachments and the loading should not be greater than that experienced from the mounting of a solid sign not exceeding 0.3 sq.m. The promoter will be required to provide structural calculations to demonstrate this.

Temporary CCTV equipment

Any District/Town/Parish Council or other body wishing to install temporary CCTV equipment on Highway lighting columns needs to request a permit from the Highway Authority and enter an agreement with the street lighting electricity supplier to pay for electricity requirements for their equipment. The support of the Police, the District/Town/Parish Council and the local Crime and Disorder Reduction Partnership (CDRP) will be required; therefore the request for a permit shall be made through the local CDRP who represent all these parties or alternatively from the Police directly where a more urgent response is required as part of their investigations. The CDRP will delegate the day to day handling of such requests to the CDRP co-ordinators (who are also the District community safety officers) who represent the rest of the partnership. If in agreement the CDRP can request Highway Authority permission for temporary attachment to a lighting column on a *Highways Temporary CCTV Permit Request Form* (see attached) giving a minimum 1 weeks notice prior to installation. The Highway Authority will endeavour to accommodate more urgent requests, wherever possible.

Installation of equipment must be carried out by competent G39 approved electrical contractors who are NICEIC accredited or similar approved with the necessary accreditations and competence to safely carry out work in the public highway. If it is requested that the Highway Authority install the equipment a subsidised charge as detailed in the highway charging for services report will be made to the promoter to cover street lighting staff time per camera installation (this charge includes equipment removal). If upgrade or modification is required to the lighting column to install the CCTV equipment, this work can only be undertaken by the Highway Authority, and the full cost of this will be met by the promoter. If non Highway Authority contractors are undertaking the installation the promoter must have public liability insurance including 'indemnity to principle' to indemnify the Highway Authority against any third party claims to a value of £5,000,000 for any one incident.

Temporary installations can be attached to steel lighting columns which are in good or excellent condition (as determined by Highway Authority staff) and do not have other significant attachments e.g. large signs, litter bins, hanging baskets. Where column condition is determined to be poor according to the highway inventory or if it is showing obvious signs of damage, distress or corrosion an alternative nearby column will be sought. CCTV equipment should be mounted at a minimum of 6m high to deter vandalism (hence 5m columns should not ideally be used) and a minimum 0.5m from the kerb face to avoid damage from vehicles on the carriageway. Applicants should be aware that lighting columns are subject to movement in the wind and therefore picture stability cannot be guaranteed.

The positioning of equipment must be carefully determined taking into consideration potential growth of vegetation i.e. trees and hedges which may obscure visibility. Vegetation is only cut back by the Highway Authority where it is determined to be an obstruction to the movement of users on Highway. As part of the consideration for camera locations, promoters should also take into account existing lighting levels and its effect on picture quality. If lighting levels require improvement, this should be funded by the CCTV promoter.

The installation of anti-vandal measures such as spiked-collars and vandal-resistant paint will not normally be approved without specific mention of this in the third party indemnity arrangements and would only be considered if there was strong supporting evidence for the need for such measures. In the event of vandalism or adverse weather conditions, the County Council will not be held responsible for any damage to the CCTV equipment. Maintenance and liability for the CCTV equipment rests with the owner of the equipment. Promoters should satisfy themselves that planning permission has been sought and gained if required from the Planning Authority prior to final agreement by the Highway Authority. The Highway Authority reserves the right to remove the camera and its connections without notification in the case of an emergency. In this event the CCTV control room or promoter shall be notified as soon as possible.

The CDRP's or the Police (or CCTV managers employed by the District Authorities acting on behalf of the Police) shall please forward completed **Temporary CCTV Permit Request Forms** to:

scott.young@nottsc.gov.uk OR dave.gregory@nottsc.gov.uk

Highways Act Temporary CCTV Permit Request Form



Nottinghamshire
County Council

Date submitted:

Standard response (7 days or more) <input type="checkbox"/>	Urgent response (less than 7 days) <input type="checkbox"/>
1. Scheme Promoter - Organisation: Contact name: Tel no: Address: E-mail: Contact name and number of a Responsible Person with overall responsibility for the safety of the CCTV equipment and available any time of the day or night to receive calls: Responsible person: 24 hr Tel no:	
2. Proposed location - Column number: Adjacent property no / or description: Street: Town/Village:	
3. Proposed dates - Installation: Removal:	
4. CCTV equipment details - Weight (kg): Dimensions: Fixing requirements: Electric supply from lighting column required? Yes / No	
5. Electrical Contractor - Request Highway Authority to undertake the work? Yes / No If a non-Highway Authority contractor , please complete the rest of section 5&6 below - Is evidence of public liability insurance including 'indemnity to principal' to indemnify the Highway Authority to a value of £5,000,000 for any one incident attached? Yes / No Company name: Tel no. NICEIC accredited (or similar approved): Yes / No Contact name: Address: Name of G39 approved electrician undertaking the installation/removal: Note: G39 authorisation is issued by the Highway Authority in conjunction with the Network Supplier in accordance with the Electricity Association Engineering Recommendations G39/1. Contact tel. number: Are copies of appropriate qualifications attached with this permit request form? Yes / No	
6. Contractor's works information - Are method statements, risk assessments and traffic management proposals for the installation, maintenance and removal of the equipment attached? Yes / No <i>Written in accordance with NCC Street lighting Code of Practice and the Traffic Signs Manual – Chapter 8 “Traffic Safety Measures and Signs for Road Works and Temporary Situations 2006” and the “New Roads and Street Works Act 1991: Safety at Street Works and Road Works – A Code of Practice. February 2002” and the CDM Regulations 2007 - Reg. 2 (1).</i> The Contractor shall not commence any work affecting the Public Highway until all traffic safety measures required by the works, as agreed with the Highway Authority, are fully operational.	

Permanent CCTV equipment

Any District/Town/Parish Council or other body wishing to install permanent CCTV equipment on the public highway on a purpose built pole will require support of the Police, the District/Town/Parish Council and the local Crime and Disorder Reduction Partnership (CDRP). Therefore the request needs to be made through the local Crime and CDRP who represent all these parties. The CDRP will delegate the day to day handling of these requests to the CDRP co-ordinators (who are also the District community safety officers) who represent the rest of the partnership. If in agreement to the proposal the CDRP can forward an initial request in writing, with an OS plan attached and the proposed location marked, to the Service Manager Highways South or North. The Highway Authority will make an initial check of the proposed location to ensure the post will not cause an obstruction in the highway and that visual intrusion and street clutter is minimised. Some liaison may follow between the Highway Authority, the CRDP and promoter to overcome any initial issue with the proposed location. Once a potential site has been agreed in principle, the Promoter shall be sent a *Highways Permanent CCTV Application Form* together with a *Section 50 New Roads and Street Works Act 1991 Licence Application* necessary for placing equipment in the Highway. Both forms need to be fully completed and submitted together as the application. This application should be forwarded to the Service Manager, Highways North/South and will take 8 weeks to process on receipt of the application form. Where application is approved by the Highway Authority, permission to proceed will be subject to evidence that planning permission has been sought from the Planning Authority and gained if required. It should be noted that a further Section 50 licence would be needed at a future date in the event of maintenance or removal of the equipment which involves disturbance to the fabric of the highway, i.e. excavation.

Installation of electrical equipment must be carried out by competent contractors who are NICEIC accredited or similar approved with the necessary accreditations and competence to safely carry out work in the public highway. Arrangements for a permanent private electricity supply should be made by the promoter directly with the Distribution Network Operator. Electricity supply cannot be taken from the street lighting supply. The promoter shall provide evidence of public liability insurance including 'indemnity to principal' to indemnify the Highway Authority against any third party claims to a value of £5,000,000 for any one incident.

Permanent installations should be mounted at a minimum of 6m high to deter vandalism and a minimum 0.5m from the kerb face to avoid damage from vehicles on the carriageway. The aesthetic quality of the equipment and supporting post will be subject to agreement as part of the application process. Maintenance and liability for the CCTV equipment rests with the owner of the equipment. A contact name and number for a 24 hours emergency response in the event of damage to the equipment is required.

The positioning of equipment must be carefully determined taking into consideration potential growth of vegetation i.e. trees and hedges which may obscure visibility. Vegetation is only cut back by the Highway Authority where it is determined to be an obstruction to the movement of users on Highway. As part of the consideration for camera locations, promoters should also take into account existing lighting levels and

its effect on picture quality. If lighting levels require improvement, this should be funded by the CCTV promoter.

The installation of anti-vandal measures such as spiked-collars and vandal-resistant paint will not normally be approved without specific mention of this in the third party indemnity arrangements and would only be considered if there was strong supporting evidence for the need for such measures. The County Council will not be held responsible for any damage to the CCTV equipment. Maintenance and liability for the CCTV equipment rests with the owner of the equipment. The Highway Authority reserves the right to remove the camera and its connections without notification in the case of an emergency. In this event the CCTV control room or promoter shall be notified as soon as possible.

For **Permanent CCTV Applications** the CDRP's or the Police (or CCTV managers employed by the District Authorities acting on behalf of the Police) shall please forward initial requests to the appropriate address below. Promoters shall also forward fully completed applications which will include the completed Section 50 application to:

TBH - Highway Manager (Countywide),
County Hall,
Loughborough Road,
West Bridgford,
Nottingham,
NG2 7QP.

Highways Act Permanent CCTV Application Form



Nottinghamshire
County Council

Date submitted:

1. Promoter (equipment owner) - Organisation: Contact name: Tel no: Address: E-mail: Emergency contact name and number of a Responsible Person with overall responsibility for the safety of the CCTV equipment and available any time of the day or night to receive calls: Responsible person: 24 hr Tel no:	
2. Proposed location – OS Plan attached marking proposed location? Yes / No Adjacent property no / or description: Street: Town/Village:	
3. Proposed date - Note: A minimum 8 weeks is required to process the Section 50 form. Installation:	
4. Contractor/s - Is evidence of public liability insurance including 'indemnity to principal' to indemnify the Highway Authority to a value of £5,000,000 for any one incident attached? Yes / No Electrical Contractor - Company name: Tel no. NIC EIC accredited (or similar approved): Yes / No Contact name: Address: Civil/Other Contractor – (if applicable) Company name: Tel no. Contact name: Address:	
5. Is planning permission from the District Authority required for your application? Yes / No If the CCTV application is approved by the Highway Authority, permission to proceed with the works will be subject to receipt of confirmation that planning permission has been sought from the Planning Authority and gained if required.	
the effect on picture quality of nearby existing lighting levels been taken into account and been determined as suitable? Yes / No	
e all construction details been included in the application so that the aesthetic quality of the equipment can be considered by the Highway Authority? Yes / No	
8. Has the positioning of proposed equipment been carefully determined taking into consideration potential growth of vegetation i.e. trees and hedges which may obscure visibility? Yes / No	
9. Has a copy of the written agreement with the DNO for electrical supplies and the payment of charges in relation to energy use for each permanent CCTV site been included? Yes / No	
10. Is a fully completed Section 50 New Roads and Street Works Act 1991 Licence Application attached with this form with all the necessary Contractors works information* and appropriate qualification certificates? Yes/No <i>* Contractors works proposals are to be written in accordance with NCC Street lighting Code of Practice and the Traffic Signs Manual – Chapter 8 "Traffic Safety Measures and Signs for Road Works and Temporary Situations 2006" and the "New Roads and Street Works Act 1991: Safety at Street Works and Road Works – A Code of Practice. February 2002" and the CDM Regulations 2007 - Reg. 2 (1).</i>	
The Contractor shall not commence any work affecting the Public Highway until all traffic safety measures required by the works, as agreed with the Highway Authority, are fully operational.	

Appendix 21: Nottingham & Nottinghamshire LRF Sandbag Policy

Nottingham & Nottinghamshire LRF Sandbag Policy

(extract NCC specific)

1. Introduction

This document has been agreed as the Nottingham and Nottinghamshire Local Resilience Forum (LRF) sandbag policy.

The procedures laid out within this document should be adhered to by any LRF organisation upon receiving a sandbag request from a member of the public / local business.

All Nottingham and Nottinghamshire Local Authorities and other LRF organisations are responsible for providing their own sandbags for protection of their critical buildings and housing stock. The provision of sandbags for this purpose is not outlined in this policy; all LRF organisations should have business continuity arrangements in place for protection of their flood risk critical buildings / sites.

During the response to a major flood emergency a multi-agency Logistics Cell may be established to coordinate sandbags resources. In this instance, the main principles outlined in this policy maybe redundant, depending on the strategy agreed by members of the Logistics Cell.

2. Aim

The aim of the sandbag policy is to formalise the multi-agency procedures for responding to requests for sandbags during flood emergencies.

3. Objectives

The objectives of the sandbag policy are:

- To outline the overall sandbag strategy for Nottingham and Nottinghamshire
- to establish a multi-agency procedure for responding to a request for sandbags
- to identify guidelines for organisations to establish priorities upon receiving sandbag requests, and the provision and deployment of sandbags
- to identify a procedure for Nottinghamshire County Council to request assistance / support with the provision and deployment of sandbags from district and borough councils
- to identify financial implications for the provision and deployment of sandbags.

4. Procedure

This section has been edited to contain only elements relating to NCC role.

Stage 1 – Receiving sandbag requests

During times of flooding, members of the public often contact the emergency services to report flooding incidents and to request sandbags. Local Authorities are also inundated with sandbag requests.

Nottinghamshire County Council will seek to carry out the overall coordination of requests for sandbags in the county.

Requests for sandbags received by Nottinghamshire County Council will be fielded by the Customer Service Centre and First Call (OOH external call centre), and filtered through to County Highways.

Requests relating to Nottingham City or District/Borough Council housing stock or premises, should be directed to the relevant authority.

Stage 2 – Prioritising sandbag requests

Upon receiving a sandbag request, whether this has been transferred or received directly, the call handler should confirm the following information with the requester:

- Name and contact details
- Why sandbags are required
- Has the property been flooded before
- Does the caller consider themselves to be vulnerable*
- Address details where sandbags are to be delivered.

The appropriate organisation must deal with the call/request; the call must not be bounced back to the initial receiving organisation.

*For the purposes of the sandbag policy a vulnerable resident is classed as someone who is at risk of their property being flooded and is: elderly, has a disability and reduced mobility meaning they are unable to physically lift, place and fill sandbags (unable to help themselves).

The caller should be advised that their request has been logged and that sandbags will be issued on a priority basis; there is no guarantee that they will receive any. This is because requests from hospitals, care homes and other life saving services need to be addressed first. The caller should be advised to provide their own sandbags as there may be a significant delay in delivery due to a high volume of requests and road conditions.

Depending upon the nature of the flood emergency, the decision may be taken that sandbags are of little benefit, and delivery cannot be made in time to be of use. This will be particularly likely during storms with short bursts of heavy rainfall; roads will become impassable quickly due to surface water (pluvial) flooding; surface water is likely to recede quickly when storms have past.

If the caller is requesting sandbags as a preventative measure before the onset of heavy rain / flooding, they should be advised to self-help and purchase / make-up their own sandbags, or other flood prevention equipment. Sand from local DIY stores and pillow cases can be utilised as sandbags.

For residents requesting sandbags from a community where there is a Community Resilience Store they should be informed (via organisation handling the call – district

or county) that sandbags will not be provided initially as resources should be available in the store. The caller should be given the location of the resilience store (if not already known). The key holder for the resilience store should then be contacted by either the district or County Council (the organisation handling the call) to be made aware that sandbag requests from individuals within their community have been received; therefore the store needs to be opened ASAP. The district's / borough's with resilience stores in their area are aware of key holder numbers, as are Nottinghamshire County Council.

A list of communities with resilience stores and detailed in the policy document.

Once this information has been received the request should be prioritised, using the below guidance, and the appropriate action taken

All sandbag requests should be prioritised using the following guidelines:

Sandbag request for:	Guidance
Care homes / hospitals (business delivering a critical service e.g. risk to life if service can not be delivered due to flooding of premises)	If a business provides a potentially 'life saving' service, and its buildings are in danger of becoming flooded, then <u>sandbags should be provided</u> with recommendation that facility makes future arrangements to provide their own.
Other business	Other businesses, that do not deliver a 'life saving' service should be encouraged to secure their own sandbag resource. <u>Sandbags should not be provided.</u>
Property that is <u>currently</u> flooded	Sandbags will not alleviate the situation. <u>Sandbags should not be supplied.</u>
Property at risk of flooding	Properties in imminent danger of flooding that are occupied by vulnerable residents (elderly, disability and reduced mobility) who are unable to help themselves - <u>Sandbags should be provided.</u> Sandbags can take up to 3hrs to be delivered. 10-15 sandbags per request will be supplied for blocking doorways. For residents who have access to a Community Resilience Store / community sandbag stocks <u>sandbags should not be provided,</u>

	<p>caller will be directed to where the store is located.</p> <p>Call handler will contact the relevant resilience store key holder and advise them that calls have been received from residents in their community requesting sandbags. They will advise/ that the resident has been directed to the resilience store / community stock of sandbags so the store needs to be opened immediately, if it isn't already.</p> <p>All other requests are prioritised to those of greatest need – sandbags are not guaranteed, caller should be advised to purchase their own.</p>
No current flood threat e.g. no flooding or severe weather forecast	<p><u>Sandbags should not be provided.</u></p> <p>Caller will be advised that if they are concerned about flooding they should look at purchasing purpose-designed flood protection products (refer to information under 'Protecting your Property' on the NCC website / Floodline).</p> <p>Alternatively, sandbags can be purchased from local builder's merchants and DIY stores.</p>
Sheds, garages, gardens and outbuildings	<p><u>Sandbags should not be supplied.</u></p>
<p>SANDBAG DELIVERY IS NOT GUARANTEED; RESIDENTS AT FLOOD RISK WHO WISH TO USE SANDBAGS ARE ADVISED TO PURCHASE THEIR OWN IN ADVANCE OF A FLOOD.</p>	

Members of the public should be informed that information on how sandbags will be disposed of will be given via the local media and/or via the Nottinghamshire County Council website. The disposal of sandbags will be picked up as part of the LRF recovery process in response to a major flood emergency; upon the agreement of a strategy, specific disposal information will be given to the public via the local media.

Stage 3 – Mutual Aid

During times of heavy rainfall and major flooding it is acknowledged that there will be a large volume of sandbag requests. It may be necessary for Nottinghamshire County Council Highways to request assistance from the affected district / borough if their sandbag provision capacity is exceeded and all other resources have been exhausted.

Nottingham City Council can also provide limited mutual aid if requested from the other local authorities if the flood incident is not affecting the city area.

Nottinghamshire County Council may be able to provide limited mutual aid to the City Council if flooding is isolated to the city area.

If assistance is required, Highways will contact the appropriate district / borough directly to request support and provide the necessary details. This request for assistance may also come via the emergency planning team. It is acknowledged that districts cannot guarantee that support will be available; requests will be considered dependant upon resources at the time and the scale of the emergency.

5. Cost

The organisation supplying the sandbags will routinely be expected to pick up the cost.

It is important that all responding organisations keep accurate records of resources used and costs incurred for recovery via Bellwin, if applicable thresholds have been met.

6. Self-preparation

Upon liaising with the public about sandbags, all organisations must stress that Local Authorities do not have a duty to provide sandbags, but as a goodwill gesture sandbags may be provided to protect high risk properties only, on a priority basis where residents are unable to help themselves.

Members of the public should be encouraged to purchase their own sandbags and flood protection equipment prior to a flood occurring. Messages of flood related self-help should be included on organisations websites.

Each of the local authorities in Nottingham and Nottinghamshire should ensure that the organisations sandbag policy and their contact number or Nottinghamshire County Council's number is displayed on their public website.

Any business that calls for sandbags should be encouraged to include protecting their building within their business continuity plan, and should not rely upon Local Authorities.

After the incident is over the Local Authority who has supplied sandbags to members of the public should write to them to encourage them not to rely upon Local Authorities for the provision of sandbags, recommending self-resilience and investing in other flood protection equipment.

*** The Environment Agency (EA) policy is not to provide sandbags for properties. Sandbags will primarily be used for their own operational assets e.g. flood defences. Through Mutual Aid, sandbags may be provided on a best endeavours basis but a tactical or strategic request/approval would be required, and would be dependent upon resource capacity at the time of the request.**

Appendix 22: Application to install Hanging Basket, Banners and the like on the highway

Date of issue: December 2014	Appendix 22
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Application to install Hanging Baskets or Banners and the like on the Highway - Under Section 178 of the Highways Act 1980 Notes for Guidance

In order to fit decorations or banners above the highway you will need to apply for a license from the Highway Authority issued under the Section 178 of the Highways Act 1980.

To make it as easy as possible for you Nottinghamshire County Council has developed these guidance notes to help you understand the process.

Structural Testing

Concrete columns and columns of less than 5 metres in height will be unsuitable to take these installations, however these will be quite rare, most columns have the potential to be used.

However, in order for us to consider your application we need to be satisfied that the lamp columns which you intend to attach the baskets will be strong enough to take the extra loading including the extra effects of wind due to the increased cross sectional area.

It is our policy that if a column is less than 20 years old, it will be strong enough for the installation to go ahead.

In the case of columns over this age Nottinghamshire County Council undertake and pay for an appropriate standardised test before we can agree to the installation. In most cases these costs will be recovered from the applicant.

The cost for this service is quite substantial, upwards of £1600 per day; therefore we will need to receive your application within the stated timescale so that we can maximise the number of tests carried out on one day and keep costs under control passing the savings on to the applicants.

The Selected Contractor

It is important that anyone carrying out these installations is competent to do so.

The Authority will need to satisfy itself that your selected contractor will not present unnecessary risk to the general public and highway users, both in the installation/removal of the apparatus and in its day to day maintenance.

Therefore, as part of your application we insist on a risk assessment and relevant method statement outlining your contractors intended working methods.

As these works will be taking place on and above the highway, temporary traffic management arrangements will need to be taken into consideration, advice on how to do this is available from the Local Highways Offices, and contact details for these are stated on the application form.

We will also need to know how it is intended to carry out any maintenance including watering of the plants (if installing baskets) as we are obviously keen to prevent the ingress of water into our lighting columns.

“Indemnity to Principal” Insurance

As you will be responsible for the installations throughout the entire duration you will need to prove to us that you hold “Indemnity to Principal” insurance to a value of at least £5,000,000 covering the period when the proposed installation is in place. A copy of your certificate will suffice.

Application to install Hanging Baskets, or Banners and the like on the Highway - Under Section 178 of the Highway Act

Terms and Conditions

Any person fixing or placing any apparatus over the highway without the consent of the Highway Authority, or commits a breach of these conditions, is liable to a penalty on conviction, and removal of offending equipment, fixtures and fittings forthwith at the applicants expense.

For equipment being sited on Nottinghamshire County Council's (NCC) street lighting columns, NCC will need assurance that the columns are structurally sound and present no danger of deformation or collapse. Columns under twenty years of age will be considered to have adequate strength with no further testing, but columns of a greater age will require load applied deflection structural tests. Test results will be valid for a maximum of 3 years.

Concrete columns, columns less than 5m in height, or columns already carrying other installations will not be suitable.

The applicant must supply a scale plan which clearly identifies the location where the baskets or banners are to be erected. The details and dimensions of the actual baskets or banners etc. being proposed will also need to be submitted for approval.

The materials, position, height and method of fixing are subject to the prior approval of NCC before any works are carried out and shall be altered at any time to satisfy NCC requirements.

Clearance over the street, unless otherwise agreed in writing, is not less than 2.2 metres over the footway and the apparatus must not come within 450mm from the edge of the carriageway. Consecutive baskets, banners, etc. must also be fixed at the same height to adjacent columns, maximum of 2 baskets per column. Wet weight of combined basket weight should not exceed 30 Kg.

Decorative flower baskets or banners etc. must not hinder the normal maintenance of the Highway Structure concerned.

All apparatus may be removed without notice by NCC and any costs incurred in this process will be recharged to the applicant in the following circumstances:

- where instances of non-maintenance of the installations have become evident to NCC
- if at any time the installations become a danger

Costs will also be recovered from the applicant for rectification of any damage caused to NCC equipment as a result of the applicant's activities.

The baskets or banners are to be kept in a safe condition by the applicant by means of regular inspection throughout the duration of the placement. This shall include all brackets and fixings.

The applicant will take all proper precautions to prevent damage or injury to persons or property, and have Public Liability Indemnity insurance of at least £5,000,000 per incident. In the event of breakage of the apparatus or its supports, the applicant is responsible for any damage or injuries caused.

The applicant must include details of their, or proposed contractors, risk assessment, method statements, arrangements for protection and segregation of the public, signing and guarding, their emergency procedure, maintenance / watering arrangements (if applicable), and 24/7 emergency contact details with their application.

The installation of, and access to, hanging baskets or banners etc, for maintenance and subsequent removal shall be from a suitable working platform.

No tree, shrub or plant of a poisonous nature, or otherwise likely to constitute a danger to persons or animals on the highway, shall be planted. All plants covered by this license shall be properly cut, pruned and trimmed at all times during the continuance of this licence and not be allowed to obstruct, overhang or interfere in any way with signage or column identity number, or become a danger to passage along the carriageway or footway, or to overhang the premises of any person other than the licensee.

The licence will only be granted to the individual or body making the application. It cannot be transferred to any other person or body. All licences last for a maximum of 36 months depending upon the availability of suitable test data.

Installations shall be removed before any winter seasonal decorations licence will be granted



**Application to install Hanging Baskets, Banners and the like on the Highway
- Under Section 178 of the Highways Act**

I have read and agree to the terms and conditions attached and are applying for permission to erect hanging baskets / banners etc. over the highway.

Organisation.....

Address.....

.....

.....Post Code.....

Intended location of installations (street/town/ inc.lamp column numbers).....

.....

.....

Contact Details

Name.....

Address (if different from above).....

.....

.....Post Code.....

Telephone.....Mobile.....

Email.....Fax.....

The Installation

Duration of installation: from.....to.....

Brief description of basket content including weight when wet (if applicable) or size of banners.....

.....

Total number of baskets / banners.....

Detailed drawings and other supporting information will be required for technical review, before application will be granted

I agree to pay NCC (if required - see note regarding Structural testing costs) for structural testing to be carried out on our behalf

Signed.....

Position/Authority.....

Additional information in support of the application

Before a license application is considered we will require the following documentation:

- A supporting letter from the relevant town/community council (if separate from the applicant).
- All technical information including a map showing the location of the installations with column numbers, and technical data outlining the specification of the equipment to be installed.
- Details of the proposed contractor.
- Proposed installation dates, Method statement and Risk Assessment, from the proposed contractor covering installation, maintenance, and final removal of the equipment. This is to include site specific arrangements for traffic management at all stages.
- Proof of the proposed Contractor's "indemnity to principal" insurance to a value of at least £5,000,000.
- Emergency contact numbers which may be used at any time and at all stages of the installation (there may be more than one contact).

Please send completed Applications to the address below.

For applications in the North of the County

Technical Support Manager
Nottinghamshire County Council
Welbeck House
Darwin Drive
Sherwood Energy Village
New Ollerton
Newark
Nottinghamshire
NG22 9FF.
Tel. 01623 520739

For applications in the South of the County

Technical Support Manager
Nottinghamshire County Council
Trent Bridge House
Fox Road
West Bridgford
Nottingham
Nottinghamshire
NG2 6BJ.
Tel. 0115 9774635



**Nottinghamshire County Council
Highways Act 1980 178**

The Nottinghamshire County Council as Highway Authority hereby gives consent, pursuant to Section 178 of the Highways Act 1980, to (the Operator”) to erect, maintain, operate and remove decorations on or above the highways listed on the schedule and plan submitted and approved.

The decorations shall be as detailed on the plan submitted with the application dated 08th May 2014, reference and any specific additional or modified requirements set in writing by the Authority and attached to this consent.

This consent shall operate from until unless the Operator wishes to make significant changes to the installation in which case a new application is required.

The installation work shall commence and the removal work be completed not more than one week before and after the period of operation which is to The decorations shall be installed and operated according to the County Surveyors Society Code of Practice for such works and the Additional Conditions notified by the Highway Authority.

Signed on behalf of the Highway Authority

.....

For the Highway Authority

Date.....

In consideration of the Highway Authority granting the written consent to the Operator under Section 178 of the Highways Act 1980, the Operator shall comply in full with the County Surveyors Society Code of Practice for such works and the Additional Conditions notified by the Highway Authority and shall indemnify the Highway Authority and their servants and agents against all loss, damage, expenses, claims, actions, proceedings or demands (including any necessary incidental costs) which arise out of the granting of the consent except to the extent that such loss, damage, expenses, claims, action’s proceedings or demands are attributable to the wilful default or negligence of the Highway Authority, their servants or agents.

Signed on behalf of the Operator

.....

Date.....



**Nottinghamshire County Council
Highways Act 1980 178**

Notes

Note 1 The consent given by this notice is solely for the purpose of the provisions of Section 178 of the Highways Act 1980 and does not exempt the Operator from obtaining any further consents or permission which may be required.

Note 2 This consent is granted pursuant to subsection (1) of Section 178 and the Operator's attention is drawn to: -

(a) Section 294 of the Highways Act 1980 which provides powers for representatives of the Highway Authority to satisfy themselves that the works of construction and maintenance are properly carried out.

(b) The rights of appeal contained in Section 178 (2) of the Highways Act 1980 which reads as follows:-

“Subject to subsection (3) below, a person aggrieved by the refusal of consent under subsection (1) above of by any terms or conditions attached to such a consent may appeal to a magistrates court.”

(Subsection (3) states:-

“No appeal lies under subsection (2) above against any terms or conditions attached by the Minister to a consent given by him under this section if he declares the term or condition to be necessary for the purpose of securing the safety of the persons using the highway to which the consent relates or of preventing interference with traffic on it.”

Note 3 Any person or organisation erecting or installing seasonal decoration on or above a public highway without consent under Section 178 of the Highways Act 1980 is committing an offence and may be liable to prosecution by the Highway Authority.

Note 4 The works are predominantly mobile works for which pages 66 and 67 of the “Red book” are applicable and lead to the use of other sections to supplement the mobile working requirements according to localised circumstances.

Appendix 23: Application to install Seasonal Decorations on the highway



Application to install Seasonal Decorations over the Highway
Under Section 178 of the Highways Act 1980

I/We have read and agree to the terms and conditions attached and are applying for permission to erect Seasonal Decorations over the highway.

Contact Details for **Operator**: (i.e. Town/Parish council) (Please read Definitions of Roles on page 2)

Name.....

Address.....

.....

..... Post Code

Emergency Contact No.:

Other Telephone/Fax/Mobile Contact No's.....

Contact Email:

The Installation

Proposed location of installations (street/town/inc. lamp column numbers, etc...)

.....

.....

.....

Duration of installation: from to

Is it proposed to have catenary wires stretched across the highway? **Yes** **No**

Is it proposed to have any electrical connection to **Highway Authority** equipment?
 (e.g. street lighting column) **Yes** **No**

Will you require this to be carried out by (*tick where appropriate*)

Appointed **Contractor/Competent Person(s)** or **Highway authority (NCC)**

If appointing **Contractor** (see page 2 - Definitions of Roles) - provide Contact details below:

Name

Address (*if different from above*)

.....

..... Post Code.....

Telephone/Fax/Mobile:

Email.....

If contractor, what professionally approved electrical body is the contractor a member of?

(NIC EIC, ASLEC, EAC, HEA, or other approved body)

Detailed drawings and other supporting information will be required for technical review, before application will be granted – see attached checklist

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Additional information Checklist in support of the application

The following documentation to be submitted:

- Application Form (required 8 weeks prior to installation).
- Terms and conditions – signed and dated by **Operator** to confirm they have been read and understood.
- All technical information including a map showing the location of the installations with column numbers, dimensions, details of each installation.
- Proof of competency and qualifications of the contractors operatives, including the person who will complete the connection and disconnection (the **Authorised person**).
- Proposed installation dates, method statement and risk assessment covering installation, maintenance, temporary traffic management proposals, arrangements for protection and segregation of the public, signing and guarding, and final removal of the equipment.
- Proof of Public Liability 'Indemnity to Principal' insurance (see G.2.0 of Terms & Conditions).
- 24/7 emergency contact numbers; which may be used at any time and at all stages of the installation (there can be more than one contact).
- Catenary Wires: Details and results of any tests carried out, or confirmation that tests are to be carried out (providing dates of when they are to be carried out), and providing the results when requested by authority.
- A statement of conformity for the complete installation, in accordance with BS 7671 (Test certificates to follow upon installation).
- Copy of the written energy agreement (as E.1.9 of Terms & Conditions).

Definition of Roles:

Operator: Proposed holder of Licence - Person/organisation responsible for installation and maintenance of the seasonal decorations (i.e. could be Town/Parish Council, event manager or contractor).

Contractor: Competent person/organisation installing and maintaining the seasonal decorations (i.e. electrical contractors/installers).

Competent person: Person qualified to carry out installation/maintenance/testing of seasonal decorations.

Authorised person: A person operating under the direct instruction of the Highway Authority (NCC).

If you have any questions or queries, regarding your application, or any of the documents within the seasonal decorations pack, please contact us on the numbers below for guidance.

Please send completed Applications to the address below:

For applications in the South of the County

Technical Support Manager
Highways Management South
Nottinghamshire County Council
Trent Bridge House
Radcliffe Road/Fox Road
West Bridgford
Nottingham
Nottinghamshire
NG2 6BJ
Tel. 0115 977 74635

For applications in the North of the County

Technical Support Manager
Highways Management North
Nottinghamshire County Council
Welbeck House
Darwin Drive
Sherwood Energy Village
New Ollerton Newark
Nottinghamshire
NG22 9FF
Tel. 01623 520027

Date of issue: December 2014

Appendix 23



Application to install Seasonal Decorations over the Highway

Under Section 178 of the Highways Act 1980

Terms and Conditions for the Installation, Operation, and Removal of Seasonal Decorations (prepared in line with the Institution of Lighting Professionals (ILP) Code of Practice (CoP))

G: General Terms and Conditions

- G.1.0: Any person fixing or placing any apparatus over the highway without the consent of the Highway Authority, or commits a breach of these conditions, is liable to a prosecution, and the offending equipment, fixtures and fittings will be removed forthwith, at the applicants expense.**
- G.1.1: For equipment being sited on Nottinghamshire County Council's (NCC) street lighting columns, NCC will need assurance that the columns are structurally sound, and present no danger of deformation or collapse. This may require structural testing for some columns, including those over 20 years old, at a possible cost to the applicant.
- G.1.2: Concrete or cast iron columns, or columns less than 5m in height, or columns already carrying other attachments (i.e. signs, CCTV, etc...) will not be considered suitable.
- G.1.3: The planned materials, position, height, and method of fixing should be included in your submission, and are subject to the prior approval of NCC before any works are carried out, and shall be altered at any time to satisfy NCC requirements.
- G.1.4: Any part of the installation that is to traverse the Highway, unless otherwise stated/agreed in writing, must have a minimum clearance of no less than 5.8 metres over the carriageway, and no less than 2.5 metres over the footway (where the apparatus must not encroach within 450mm from the edge of the carriageway).
- G.1.5: The decorations must not hinder the normal maintenance of the Highway Structure concerned.
- G.1.6: A daily visual inspection of the decorations must be carried out throughout their installation, operation, and removal, with a log of inspections kept throughout the duration of the placement. All apparatus may be removed without notice by NCC, and any costs incurred in this process will be recharged to the applicant if at any time the installations become a danger. This shall include all brackets, fixings, and electrical equipment.
- G.1.7: Any damage caused to street lighting apparatus must be immediately reported to the Highway Authority (NCC).
- G.1.8: Costs will be recovered from the applicant for rectification of any damage caused to NCC equipment as a result of the applicants' activities.

G: General Terms and Conditions (continued)

- G.1.9: The applicant, and any successors in title, will indemnify the County Council, or the Manage & Operate Partner, as the Highway Authority, against any liability, loss, claim or proceeding whatsoever arising under the Statute, or Common Law, in respect of the placing, lighting, and maintaining of the seasonal decorations over the highway, or its removal there from. The sum covered by the policy to be £5million for any one event. In the event of breakage of the apparatus, or its' supports, the applicant is responsible for any damage or injuries caused.
- G.2.0: NCC will not accept any responsibility for vandalism or accident damage to the operators' installation. Where equipment is removed by NCC, following accident or vandalism, NCC will endeavour to recover all equipment attached, but will not be held responsible for any consequential loss to the operator.
- G.2.1: The application must include the following details from the Contractor(s):
- The name of the professional body they are a member of (NIC, EIC, ASLEC, EAC, HEA, or other approved body).
 - Evidence of competency (Electricians must be G39 approved if entering a lighting column).
 - Their risk assessment.
 - Their Method statements.
 - Their arrangements for protection and segregation of the public, including plans/schedules showing signing and guarding, to Chapter 8 of the Traffic Signs Manual.
 - Their emergency procedure.
 - Their maintenance arrangements.
 - Their 24/7 emergency contact details.
- G.2.2: Installation of, and access to, seasonal decorations for maintenance and subsequent removal shall, be carried out from a suitable working platform.
- G.2.3: The licence will only be granted to the individual or body acting as operator. It cannot be transferred to any other person or body. All licences last for a maximum of 36 months, if all the elements of the installation are unchanged from those submitted in the application, and the Contractors qualifications are in date, and remain valid for the period. If the applicant wishes to make changes to any part of the installation, a new application may be required, and the applicant should contact the relevant NCC Highway Management team (North or South – see Page 2 of application sheet) for guidance.
- G.2.4: Qualified **Competent Person/s** must be available at all times for Emergency attendance within 2 hours of being so requested, for all aspects of installation (i.e. Catenary wires and/or electrical). NCC reserve the right to attend in the case of emergency if it sees fit (see G.1.6).

E: Electrical Terms and Conditions

- E.1.1: All persons undertaking electrical work must be competent and qualified to undertake the said works required, and using equipment to a standard, as required for permanent installations, even though the installation may be temporary (E.g. MEWP, IPATH or equivalent, BS 7671 IEE). If this is not the case then the connections to Highway Authority (Nottinghamshire County Council (NCC).) apparatus can only be undertaken by NCC. This can be arranged and will be charged to the operator.
- E.1.2: If it is proposed to mount external sockets on to lighting columns, details of such must be provided. Appropriate sockets must be mounted in order to install decorations.
- E.1.3: Any electrical equipment mounted, other than ground mounted, at, or below, 3 metres above ground level, must be supplied at a maximum of 110 volts, via a centre tapped transformer (55-0-55volts), incorporating a suitably rated RCD in an IP66 weatherproof enclosure.
- E.1.4: All free standing items (ground mounted, or three metres or less above ground level), must be protected by suitable barriers, keeping the public at a safe distance of at least two metres.
- E.1.5: All ground mounted items (i.e. Christmas tree lighting) must be supplied as a maximum SELV, 25-volt AC supply, protected by an RCD, situated as near as practically possible to the supply source.
- E.1.6: A suitable time mechanism, separate to street lighting (NCC) timing mechanisms, must be incorporated by the Contractor to provide control over the burning hours of the decoration. All Equipment should be secured and made electrically safe, without causing damage to Highway Authority apparatus, and shown clearly on submitted plans for the proposed apparatus.
- E.1.7: All Festoon lamp holders shall be vulcanised and moulded onto the outer sheath of the cable and shall preferably be suitable for Edison Screw lamps. No 'pin prick' type lamp holders are to be used, unless applied by a purpose designated machine that ensures proper connection and an Ingress Protection (IP) sealing to IP66.
- E.1.8: Decorations containing flashing red, yellow or green lamps will not be erected within 10 metres of traffic signals, light controlled pedestrian crossings or zebra crossings.
- E.1.9: Arrangements must be made with the **Distribution Network Operator (DNO)** for electrical supplies and the payment of charges in relation to energy consumption, and a copy of the written energy agreement attached to the application, where applicable.
- E.2.0: If the **DNO** is providing a new permanent electricity supply for the decorations, please provide details of each item to be considered, prior to application for seasonal decorations. If acceptable a Section 50 New Roads and Street Works Licence will be required, and the applicant will be required to contact the relevant Nottinghamshire County Council Highways Office for a Section 50 application pack, and this will have to be submitted and approved prior to submission of the Seasonal Decorations application.

C: Catenary Wires Terms and Conditions

- C.1.0: The applicant must supply a scale plan which clearly identifies the location where the Catenary decorations are to be erected. The details and dimensions of the actual decorations being proposed will also need to be submitted for approval. Decorations/equipment outside the highway boundary but linked (e.g. an electrical connection) to those within the highway, must be erected to the same standards, in all respects.
- C.1.1: All load calculations must be carried out and appropriate suspension infrastructure, anchorages, and catenary wires, selected (see attached Catenary advice note).
- C.1.2: Ensure all anchorage points, fixed to walls or other apparatus, have been chosen to avoid damage to the wall/apparatus, and provide secure anchorage, and that written permission must be included from the affected 3rd parties.
- C.1.3: All anchorages and catenary wires must have a unique identification reference on a label attached to each.
- C.1.4: A Structural Engineers' report must be included in the application, confirming the structural adequacy of the proposed suspension infrastructure, including anchors/catenary wires.
- C.1.5: An Anchorage and Catenary Wire Inspection and Test Register must be carried out during installation, and be available, upon request from the authority, for each anchorage, anchorage point, and catenary wire.
- C.1.6: The Test Register must include current details of:
- Annual visual inspections by a **Competent Person**
 - Structural testing results every 5 years, by a **Competent Person**
 - Catenary wires replacement every 10 yrs, or earlier, dependant on condition or use

We, the undersigned, confirm that we have read and understood all the Terms and Conditions contained in this document (General, Electrical, and Catenary), and will comply with all relevant parts.

Name:

Organisation:

Position:

Signature:

Date:



ADVICE NOTE ON CROSS STREET AND FOOTWAY WIRE CATENARIES SUPPORTING SEASONAL DECORATIONS.

In accordance with the 'Code of Practice for the Installation, Operation and Removal of Seasonal Decorations', calculations need to be carried out to determine the imposed forces (e.g. pull out force) on anchorages supporting seasonal decoration catenaries. The anchorages will then need to be load tested to prove that the anchorages can support these imposed forces. Calculations and testing reports should therefore be submitted with the application otherwise it can not be checked and cleared by the Highway Authority from a structural safety view point. It is recommended that a structural engineer is engaged to advise on the adequacy of the suspension infrastructure proposed.

To reduce the amount of calculation required, promoters could choose the worst case catenaries (longest span with largest decoration) to determine the pull out load and then load test all catenary's anchorage points to this load. According to the code, inspection and testing should be carried out at least every five years. Also note that appendix C of the code recommends anchorages should be at least 16mm diameter and minimum 15KN anchorage strength but then goes on to say smaller anchor bolts and anchorage strengths may be used although care should be taken to ensure these meet the necessary strength requirements - **i.e. a calculation needs to be carried out to determine the required anchorage strength and then proven by testing.** The code also recommends that 10mm diameter anchor bolts and 8mm diameter wire are used as a minimum see table in section 2.15 of the Code.

As a simple example, a cross street decoration supported on two parallel wire catenaries (one top, one bottom) with the anchorage tested to 5KN pull out strength should be satisfactory for a 50kg total weight decoration with a total solid area of approximately 2m². This is irrespective of whether the decoration is concentrated at mid span or spread evenly over the length of the catenaries (see notes 8 & 9 and table B-4 of appendix B(i) of the code).

For further explanation on the above example refer to the top line of table B-4 in appendix B(i) of the code. The figures given in this table are for 15KN strength anchorages and therefore need to be reduced to a third of these values for 5KN strength anchorages. From the table, for a 5kg per metre weight of decoration on a 10m span (50kg total) with 5KN strength anchorages, the permitted average depth of solid elevation of decoration reduces from 0.6m to 0.2m per metre span. Multiplying the reduced permitted average depth by the span (i.e. 0.2m x 10m) gives total permitted area of decoration of 2m².

Note 5KN is equivalent to approx 500kg or 0.5tonne.