

# **SECTION – F**

## **GUIDANCE NOTES FOR PRE-PLANNING ENQUIRIES AND PLANNING APPLICATIONS**

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# GUIDANCE NOTES FOR PRE-PLANNING ENQUIRIES AND PLANNING APPLICATIONS

## Article II. 1 Pre-planning Enquiries

- 1.1 Advice given on the prospect of gaining planning permission is informal; it represents officer professional opinion only, and will not bind the authority in the event of a formal planning application.

All pre-planning enquiries should be directed to the Council's Planning and Regeneration Department (Development Control Section) based at Sardis House, Sardis Road, Pontypridd, CF37 1DU (Telephone: 01443 425001, Email: [Planningservices@rhondda-cynon-taf.gov.uk](mailto:Planningservices@rhondda-cynon-taf.gov.uk)).

The Highways Development Control section of the County Borough Council will consider each pre-planning enquiry on its own merit and the following information is required:-

- (a) A covering letter with your name and address, describing the site location and the proposed works.
- (b) A site location map with the boundary of the application site outlined in red and the boundary of any other property controlled by the applicant outlined in blue.
- (c) Photographs showing the area affected by the proposed works and the surrounding area in the vicinity of the site.
- (d) A sketch plan/diagram, drawn to scale if possible, showing the existing/proposed site layout with access off the existing highway, parking and circulation and photographs showing features on the site such as existing building/s, proposed building/s, access point/s, and parking availability: this list is not comprehensive and the Council would expect you to add to it where appropriate, particularly for major schemes.

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## Article III. 2 Planning Applications

2.1 These should be directed to the Council's Planning and Regeneration Department (Development Control Section) based at Sardis House, Sardis Road, Pontypridd, CF37 1DU (Telephone: 01443 425001, Email: [Planningservices@rhondda-cynon-taf.gov.uk](mailto:Planningservices@rhondda-cynon-taf.gov.uk)). For further information relating to making a planning application can be found at

<http://www.rctcbc.gov.uk/en/environmentplanningandwaste/planning/planningapplications/planningapplications.aspx>

Use the Planning Portal site for information relating to making a planning application online at <http://www.planningportal.gov.uk/>.

2.2 The Highways Development Control section of the County Borough Council will consider each development site on its own merit and assess the highway adequacy, safety requirements, impact on the local and wider highway network and accessibility by all modes of travel. The following shall be considered, assessed and provisions made for in respect of new developments, re-developments, change of use and extensions:-

- (a) Access, parking and circulation within the site that includes for adequate horizontal and vertical geometry, turning area, cross-sections, sightlines and parking provision.
- (b) Provision of a satisfactory access off an existing highway that includes for adequate horizontal and vertical geometry, vision splays and junction spacing.
- (c) Impact of the proposal on the local and wider highway network – assessing the impact due to increased volume of traffic and vehicular movements on existing roads in terms of capacity and safety and providing an implementation strategy for any necessary mitigation measures.
- (d) Transport Assessment (see RCT's SPG: Access, Circulation & Parking Requirements for further information. Details can be found on RCT's website at <http://www.rhondda-cynon-taf.gov.uk/en/relateddocuments/publications/developmentplanning/evidencebase/deliveringdesignandplacemaking.pdf> ) and the [Scoping Agenda \(see 3. below\)](#).
- (e) Travel by other modes than private car such as walking, cycling, use of public transport and car sharing etc.
- (f) Travel Plans – Based upon the end user/s a Travel Plan, Travel Plan Framework or Statement of Intent shall be provided setting targets, monitoring arrangements, annual review and Travel Plan Co-ordinator shall be provided (see RCT's SPG: Access,

Circulation & Parking Requirements for further information which can be viewed on RCT's website at. See also Planning Policy Wales Technical Advice Note 18: Transport published by WAG at:-

<http://wales.gov.uk/docs/desh/publications/070301tan18en.pdf>

(g) The assessment and mitigation measures of a development on the strategic highway network will not be required. Planning Obligations seeks contributions which will take care of the impact of the development in this respect (see RCT's SPG: Planning Obligations for further information which can be viewed on RCT's website at <http://www.rhondda-cynon-taf.gov.uk/en/relateddocuments/publications/developmentplanning/evidencebase/planningobligations.pdf>).

(h) Excessive damage to the fabric of the highway. Section 59 of the Highways Act 1980 allows the Highway Authority to raise a charge against a user of the highway to cover repair works necessitated by excessively heavy or unusual loads being carried on the road by that user. This provision is typically used where the passage of heavy lorries to and from industrial premises or building sites causes excessive damage to the road, requiring expensive remedial works by the Council.

In respect to this with regard to extraordinary traffic use, a developer would be required to enter into a legally binding agreement (S106) to secure either:

- i. Condition surveys (including photographs) of local roads in conjunction with the Council used for haulage where HGV traffic from the proposed development would exceed 50% of the total HGV traffic on these roads. The condition survey shall be carried out prior to development commencing and after completion or annually. The developer shall in conjunction with the Council make an assessment of an extra and over damage caused to the fabric of the roads used for haulage and agree on compensation for making good the additional damage caused by this extraordinary traffic use.

The actual payment would then be made to the Council under Section 59 of the Highways Act 1980.

Or

- ii. Make a one-off payment contribution towards the cost of remedial works associated with the additional damage caused by the extraordinary traffic use.

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## 4 Scoping Agenda for Transport Assessment

The following Scoping Agenda shall be completed and agreed with the Highway Authority prior to progressing a full Transport Assessment to avoid abortive work and to speed up the planning process.

<b>Rhondda Cynon Taf Transport Assessment - Scoping Agenda</b>			
	<b>Preamble</b>	<b>Notes</b>	<b>Type (Yes/No)</b>
0.1	The Planning Authority will require that a Transport Assessment (TA) is prepared quantifying the extent of the likely impact, in highways terms, for significant developments.	See Section 3.3	
0.2	Traffic problems shall be identified and a Transport Implementation Strategy (TIS) shall be produced as an output to detail what measures are proposed to mitigate any impacts as part of any TA produced.	See Section 9.0	
0.2.1	The aims of a TA & TIS are to: Establish and communicate any transport impacts to assist in decision making process and mitigate them - special emphasis should be placed on maximising the accessibility of the site by non-car modes.	Aims Clear?	
0.3	The Scoping Agenda should resolve matters at an early stage to avoid unnecessary work or insufficient analysis being carried out.	Scope clear?	
0.4	It is recommended that the scope of the TA is discussed in a meeting or by correspondence with Officers, so clarity and agreement is achieved regarding the document's contents prior to preparation.	Agreed?	
0.5	This document must be returned for agreement prior to the commencement of a Master Plan (MP), Transport Assessment (TA) or a Transport Statement (TS); which may be by agreement produced where a less formal approach is appropriate.	MP/TA/TS?	
0.6	Policy: The TA should take an integrated approach referring to various policy documents; including: Transport & Parking Policies, Development Plans as well as Health, Social Care, and any other relevant National, Regional or Local Policies. List Publications which will be referred to:	Policy Used?	
0.7	Guidance: Further information can be found in Access, Circulation & Parking SPG and Technical Advisory Note 18 (TAN18) 2007, which refers to the Scottish Executive Guidance (Transport Assessment and Implementation: a Guide, 2005 ) for best practice and modifies the IHT 1994 Guidelines for Traffic Impact Assessments.	Guidance used?	
0.8	Format: The preferred format of the TA is that: as well as a two hard copies the document shall be provided electronically also; the Appendices and Figures shall be bound separately to the Text; Paragraphs be numbered for reference purposes; any measures taken for the purposes of modelling are provided on a Drawing for comparison purposes and a scale as well as print size provided for all Drawings.	Format adhered to?	

<b>Rhondda Cynon Taf Transport Assessment - Scoping Agenda</b>		
1.0	<b>Primary Parameters</b>	
1.1	Our Ref:	
1.2	Date:	
1.3	Individuals present at any scoping meeting / involved in drafting TA:	RCT: Others:
1.4	Applicant:	
1.5	Appropriate Planning Application Number(s) relating to the site:	

<b>Rhondda Cynon Taf Transport Assessment - Scoping Agenda</b>		
2.0	<b>Existing Use &amp; Situation</b>	
2.1	Any use-class permitted:	Underline Use Class (A1 / A2 / A3 / 61 / 62 / 68/ C1 / C2 / C3 / D1 / D2 / Other / Sui Generis) Any Planning reference(s) given:
2.2	Area of Existing Site	Sqm: or Ha:
2.3	Topography issues (lie of land)	
2.4	Access Road	Name: Class or Road:
2.5	Location Plan must be provided	Drawing Reference Numbers:
2.6	Other issues pertaining to existing site?	

## Rhondda Cynon Taf Transport Assessment - Scoping Agenda

Rhondda Cynon Taf Transport Assessment - Scoping Agenda				
3.0	Proposal(s)			
3.1	Proposed Development (describe):	Underline Use Class: (A1 / A2 / A3 / 61 / 62/ 68/ C1 / C2 / C3 / D1 / D2 / Other / Sui Generis)		
3.2	Does the proposed development exceed the following thresholds:	Identify by highlighting the type of use and put figure in the Yes / No box		
	Significant Developments - Exceeding the thresholds ...	Threshold	Yes? (go to 3.4)	No? (go to 3.3)
	Food Retail	> 1,000 m <sup>2</sup> gross floor area		
	Non-Food Retail	> 1,000 m <sup>2</sup> gross floor area		
	Cinemas and Conference Facilities	> 1,000 m <sup>2</sup> gross floor area		
	Community / Leisure Facilities	> 1,000 m <sup>2</sup> gross floor area		
	Business	> 2,500 m <sup>2</sup> gross floor area		
	Industry	> 5,000 m <sup>2</sup> gross floor area		
	Distribution & Warehousing	> 10,000 m <sup>2</sup> gross floor area		
	Hospitals / other healthcare facilities	> 2,500 m <sup>2</sup> gross floor area		
	Higher and further education	> 2,500 m <sup>2</sup> gross floor area		
	Schools	All new schools		
	Stadia	>1,500 seats		
	Housing	> 100 dwellings		
	Hotels	> 1,000 m <sup>2</sup> gross floor area		
3.3	If the thresholds are not exceeded by anyone part of the development any transport impact will still need to be established by the change in the volume of traffic as a result of the proposals, compared to the existing situation:	Peak Period Defined: Days (underline): Mon / Tue / Wed / Thur / Fri / Sat / Sun	Time & Duration AM:	Time & Duration PM:
	Comparison of Traffic (Existing vs Proposed)	Existing am / Existing pm / Proposed am / Proposed pm		
	Number of people accessing site	/	/	/
	Number of cars	/	/	/



<b>Rhondda Cynon Taf Transport Assessment - Scoping Agenda</b>				
3.4	Is the Development considered Significant?	Yes / No	TA / TS? Required?	Yes / No
3.5	Estimated area of impact of the proposal(s)? - This shall be accurately defined through a Percentage Impact Assessment (PIA)			
3.6	Does the development involve relocation of an existing use?	No / Yes  If Yes, Give Details:		
3.7	Likely modal split of generated / attracted traffic:	Car / Public / Cycle & Walk / Other		
3.8	Justification of assumptions			
3.9	Number of deliveries / / /			

<b>Rhondda Cynon Taf Transport Assessment - Scoping Agenda</b>				
<b>4.0</b>	<b>Transportation Data</b>			
4.1	Are suitable existing traffic survey data available?	Date:      Location:	Yes	No See 4.2
4.2	If not see separate TAB of this spreadsheet: RCT Surveying Protocol (traffic surveys to be carried out during school term and on Friday peak period 07:30-09:30, 15:30-18:00; Saturday lunchtime peak 11:00-15:30)	Protocol Completed?	Yes	No
4.3	Any existing modal split data?	Car / Public Transport / Bike & Walk / Other	Yes	No
4.4	Has there been any change in the traffic network that would affect previous traffic flows, or proposed changes that will affect future	Details of any change ...	Yes	No

	flows that should be taken into account?			
<b>Rhondda Cynon Taf Transport Assessment - Scoping Agenda</b>				
<b>5.0</b>	<b>Traffic Impact Analysis</b>			
5.1	The following types of analysis will be required to be contained in the TA, supported by diagrams:			
5.1.1	Predicted traffic generation, available? (from TRICS or comparable site etc.)	RCT will require as a minimum the use of 67.5%ile, as appose to use of the 85%ile for Traffic Generation.	Yes	No
5.1.2	Percentage distribution and explanation as to how derived:	Complete: 5.1.2a / 5.1.2b / 5.1.2c	Yes	No
5.1.2a	Same percentage as existing distribution of main road traffic. OR		Yes	No
5.1.2b	Same percentage distribution of traffic as a similar development. OR		Yes	No
5.1.2c	Customised percentage with explanation		Yes	No
5.1.3	Predicted development traffic flows		Yes	No
5.1.4	Committed development flows Planning Permission References (if available):		Yes	No
5.1.5	Base Year flows:	Agree date of this if survey data is historical	Date:	
5.1.6	Base Year flows plus committed and development traffic flows	Agree likely date and the influence of phases	Date:	
5.1.7	Design Year flows		Date:	
5.1.8	Design Year flows plus Committed and Development traffic flows		Date:	
5.1.9	Assessment Years?	10 Years / 15 Years required?	Date:	

5.1.10	Assumptions regarding passing traffic	Complete proportions for the following		
5.1.10a	Existing traffic already passing the development site		Agreed?	Disagree?
5.1.10b	Diverted or cross-visitation trips		Agreed?	Disagree?

<b>Rhondda Cynon Taf Transport Assessment - Scoping Agenda</b>				
<b>5.0 Traffic Impact Analysis (cont.)</b>				
5.1.11	Assumptions regarding the likelihood of the development attracting traffic from other adjacent sites?		Agreed?	Disagree?
5.1.12	The need for a new or modified access?	See 5.1.12a	Yes	No
5.1.12a	Type of junction initially proposed	An investigation of the type of junction shall be carried out & level of detail to which the junction will be designed shall be specified and agreed	Junction type to be initially appraised:	
5.1.13	Servicing details:	Provide AUTOTRACK analysis for servicing arrangements including the parameters chosen	Agreed?	Disagree?
5.1.14	Method of Capacity Assessment:	All junction assessment output should be included in the Appendices and the files provided in electronic format.	Agreed?	Disagree?
5.1.15	Models to use:	See 5.1.15a-f		
s.1.1sa	PICADY (Priority Junctions)		Yes	No
s.1.1sb	ARCADY (Roundabouts)		Yes	No
s.1.1sc	OSCADY (Traffic signals)		Yes	No
s.1.1sd	LINSIG (Traffic signals)		Yes	No
s.1.1se	TRANSYT (Traffic signals)		Yes	No
s.1.1sf	Other modelling systems		Yes	No

<b>Rhondda Cynon Taf Transport Assessment - Scoping Agenda</b>				
6.0	<b>Modelling Requirements</b>			
6.1	Modelling Times	See 6.1.1-6.1.4		
6.1.1	A.M. Peak Hour		Yes	No
6.1.2	P.M. Peak Hour		Yes	No
6.1.3	Saturday Peak Hour		Yes	No
6.1.4	Other (Times)	Specify:	Yes	No
6.2	Modelling Intervals	See 6.2.1-6.2.3		
6.2.1	Hourly Data		Yes	No
6.2.2	15 minute interval data		Yes	No
6.2.3	Other (Times)	Specify:	Yes	No
6.3	Are sensitivity tests required?	If so, what are the parameters?	Yes	No
	If junctions have less than 10% spare capacity then consider sensitivity tests.			

## Rhondda Cynon Taf Transport Assessment - Scoping Agenda

7.0		Parking Assessment		
7.1	Parking for Vehicles	Refer to RCT's Supplementary Planning Guidance: Delivering Design and placemaking: Access, Circulation & Parking Requirements document and consider disabled parking provision and an accumulative parking analysis, based on the trip generation (TRICS provides data in support of this exercise).	Conforms to standards?	
7.2	What level of parking is existing?	Car/ Cycles / Servicing / Other		
7.3	What level of parking is Proposed?	Car/ Cycles / Servicing / Other	Conforms if between required and permitted - see 7.4 & 7.5	
7.4	What level of parking is Required?	Car/ Cycles / Servicing/ Other	Yes	No
7.5	What level of parking is Permitted?	Car/ Cycles / Servicing/ Other	Yes	No
7.5	Other parking conditions notes		Yes	No

## Rhondda Cynon Taf Transport Assessment - Scoping Agenda

8.0 Highway Safety & Sustainability Analysis				
8.1	Safety Audit	A Stage 1 Road Safety Audit is required. Details:	Yes	No
8.2	Collision analysis	A collision analysis may be required for the 5 years of most recent data and the scope of this will require prior agreement and is likely to reflect the PIA (Refer to 3.5).	Yes	No
8.3	Pedestrian Safety Issues Identified:		Agreed?	Disagree?
8.4	Cyclist Safety Issues Identified:		Agreed?	Disagree?
8.5	Sustainability Analysis		Agreed?	Disagree?
8.6	Pedestrian, Including any special Disabled Accessibility issues and Provision:		Agreed?	Disagree?
8.7	Cycles:		Agreed?	Disagree?
8.8	Public Transport - existing and potential levels, routes Identified:		Agreed?	Disagree?
8.9	Environmental issues:	e.g. pedestrian activity, on-street parking and noise (an Environmental Impact Assessment may be also required - the findings of this shall be summarised with in the Transportation documentation):	Agreed?	Disagree?
8.10	Other Highway Safety & Sustainability Issues:		Agreed?	Disagree?

## Rhondda Cynon Taf Transport Assessment - Scoping Agenda

9.0	<b>Transport Implementation Strategy (TIS)</b>			
9.1	Travel Plan:	The requirement and contents of a Travel Plan, Travel Plan Framework or intent shall be agreed.	Required?	Not Required?
9.2	Car Park Management Plan Required?	Details:	Required?	Not Required?
9.3	Mitigation of the process of construction of the site, shall be detailed in the TIS?	Details:	Required?	Not Required?
9.4	Planning Obligations will be required of the development.	Details (other / different obligations will be imposed at a later date as contained in SPG):	Required?	Not Required?
9.4	Unilateral Undertakings for Mitigation of Impacts of the Development:	Unilateral Undertakings can be effective in speeding the Planning Process.	Yes	No

**Disclaimer:**

Any agreement to items in the scoping list relate to the proposed contents of the Supporting Documentation from a Transport point of view, the agreement does not relate to the actual analysis which is performed within that agreed scope.

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