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Explanatory notes for completing a highway improvement request form

Requests for a highway improvement in your area should be submitted using the highways improvement request form.

It is designed to provide us with all the key information and background we need to decide which requests to prioritise and progress and helps avoid us having to contact you unnecessarily.

Our assessment process helps us to focus our limited resources on the things that will provide the most benefit to South Gloucestershire's communities and road users and the most value for money.

Submitting your application

We will only progress applications if they are supported by your local ward councillor.

If you wish to submit an application for a scheme you should therefore start by contacting your local councillor.

[Use our website to find your local ward councillors](#)

The form

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

Description of the problem or issue

Please provide as much detail as you can to describe the background and nature of the problem.

- Where is it?
- What is the problem?
- Why is it a problem and to who in particular?
- How long has it been going on for?
- Has it got worse in recent times and why do you think that is?
- Has anything changed recently that has created this problem?

The proposed solution

In this section we want to find out what you think might solve the problems and why. There may be a number of possible solutions or a combination of solutions. Measures that can be provided on the public highway are prescribed in the [Traffic Signs Regulations and General Directions 2016](#).

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

Council transport goals

When we assess proposals we prioritise them using the 5 key transport goals of the Council, as expressed in the Joint Local Transport Plan (JLTP, 2011 – 2026). These are summarised below.

The proposed solution may contribute towards delivery of some or all of these objectives in some way - your application should demonstrate how you consider the proposed solution might do this.

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

You can find full details of the Joint Local Transport Plan on the [West of England Combined Authority \(WECA\) website](#).

Local consultation

Aside from your local ward councillor, your application may have the additional support of other groups or individuals affected by the problems.

Your application should indicate the source of any such support. Items such as e-mails, petitions or letters submitted to the council may be included with your application if available – for data protection reasons, please ensure you have permission first from anyone named within any of the documentation you choose to submit.

Keeping track of your proposal

Once a year, the local transport priority lists (LTPL) are updated showing how all accepted proposals are progressing. The LTPL is split into 2 lists:

- LTPL - schemes competing for investigation
- LTPL - schemes competing for implementation

The above lists are published on [the request a highway improvement](#) webpage.

Local ward councillors are informed of the outcome of the selected investigation schemes.