



<mailto:transportservices@southglos.gov.uk>

Department for Place,
PO Box 1954, Bristol, BS37 0DD
Tel: (01454) 868000

Explanatory notes for completing a highway improvement request form

Requests for a highway improvement in your area should be submitted using the Highway 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.

When we have received a fully completed form, we can then assess the proposal and inform you of what will be happening.

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 the local ward councillor(s) where the proposal is being located.

Please note: The application cannot be supported by the local ward member where you live, if the proposal you are requesting is located in a different ward.

If you wish to submit an application for a scheme you should therefore start by contacting the local ward councillor(s) for that ward.

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

The Highway Improvement Request 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.

- What is the problem / description of the problem?
- Where the problem is?
- Frequency of the problem? Worse at a certain time of day?

The proposed solution

In this section we want to find out what you think might solve the problem(s) and why. There may be a number of possible solutions or a combination of solutions.

- How can the problem be resolved?
- Where is the solution / improvement needed?

If you have any queries regarding the range of possible solutions, please contact the Assess and Decide (Traffic Management) team for advice – via TransportServices@southglos.gov.uk.

Council transport goals

When we assess proposals, we prioritise them using the 5 key transport goals/objectives of the Council, as expressed in the **Joint Local Transport Plan 4 2020-2036**. These 5 objectives are show 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.

Take action against climate change and address poor air quality – for example:

1. Reduce carbon emissions to net zero by 2030
2. NOx, particulates and carbon emissions are reduced
3. Air quality in the AQMAs is improved
4. Air quality remains better than national standards outside the AQMAs
5. The transport network is resilient and adaptable
6. Technological advances to improve air quality and monitoring are embraced

Support sustainable and inclusive economic growth – for example:

1. Improved efficiency and reliability on local, national and international transport networks
2. Delivery of new housing and jobs is supported
3. Access opportunities to employment growth areas and education is provided for all
4. Transport assets are maintained and managed, and demonstrate value for money
5. The high-quality transport network generates inward investment
6. Congestion and demand on the network is better managed through technological advances

Enable equality and improve accessibility – for example:

1. Connectivity is increased and transformed, enabling seamless “door-to-door” movements of people and goods
2. Access for those with both visible and hidden disabilities is improved
3. Access to services and opportunities for residents in rural, remote and deprived areas is improved
4. Better information to aid travel decisions is provided
5. Low carbon transport and opportunities for reducing the need to travel are maximised
6. New public transport systems, smarter ticketing and faster payment options are enabled

Contribute to better health, wellbeing, safety and security – for example:

1. There is a step change in the number of healthy, low carbon walking and cycling trips
2. There is a continued reduction in the number of road casualties on the transport network
3. Road safety for transport users is improved, particularly for those most at risk
4. Personal safety on the transport network is improved, and there is less crime and fear of crime

Create better places – for example:

1. Journey experience is enhanced through an integrated and connected transport network
2. The impact of the transport network on the built, natural and historic environment is minimised
3. Streetscape, public spaces and urban environments are enhanced
4. The transport network supports neighbourhood renewal and the regeneration of deprived areas

Click on the following hyper link to find full details of the [Joint Local Transport Plan 4 2020-2036](#) and the objectives on pages 25 and 26.