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Explanatory notes for completion of the Highways Investigation Scheme Request Forms

Background

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

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

A key tool for us is the Highways Investigation Scheme Request Form. This form enables you as the applicant to provide us with as much information as you can regarding your proposal.

The questions are aimed to help you provide us with the information we will need and avoid us having to keep contacting you unnecessarily. Requests to investigate a traffic management issue should be submitted using the Highways Investigation Scheme Request Form.

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

Submitting your application

We will only progress applications if they are supported by the local ward member. This avoids us spending time on proposals that are not supported by the elected local ward member(s).

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

Contact details are available on the council's public website via the following links:
[Your Councillors - South Gloucestershire Council \(southglos.gov.uk\)](#)

The Form

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

Description of the problem or issue

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

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

The proposed solution

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

Some examples are available on the Council's public website via the following link:-

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

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

Council transport goals

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

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

- **Improve quality of life and a healthy natural environment** – eg: enhance public spaces, reduce transport noise and the impact of transport on the natural and historic environment

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

Local consultation

Aside from your local ward member, your application may have the additional support of other stakeholders.

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

Engineer's assessment of the proposal

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

Keeping Track of your proposal

Once a year around April / May the Local Transport Priority Lists (LTPL) are updated showing how all proposed schemes (which have been submitted with local member support and accepted) are progressing. The LTPL is split into two lists:-

- LTPL - Schemes competing for Investigation
- LTPL - Schemes competing for Implementation

The above lists can be found on the following link:-

<https://www.southglos.gov.uk/transport-and-streets/streets/road-and-traffic-management-information/local-transport-priority-list/>

Additionally, the local ward members will be informed of the outcome of the selected investigation schemes, where it affects their ward, that either:-

1. A simple low-cost affordable solution is identified and programmed for immediate implementation.
2. No scheme is recommended and the applicant(s) is informed no further action will be taken.
3. A more involved scheme is identified and entered as a priority scheme on the Local Transport Priority List.