

# S278 Preliminary Design Audit

## Submission Requirements

A checklist has been provided to help guide the applicant regarding what documents and drawings are required to be submitted for this type of Design Audit. The table below provides additional information for each item and links to additional guidance where appropriate.

It is important for as many of the items as possible to be submitted at the start of the design check to ensure that Hampshire County Council can respond to your proposals fully and in detail. If elements of the submission are missing, this will prolong the Design Audit significantly as the details have to be revisited to review how additional information submitted later in the check may impact on other elements of the design. Providing only part submissions will only prolong the Design Audit.

<b>S278 Preliminary Design Checklist</b>		
<b>Document (Mandatory)</b>	<b>Description</b>	<b>Guidance Link</b>
<b>CDM Letter</b>	A letter from the Developer (CDM Client) confirming who the Principal Designer is and that the Designer/Principal Designer undertaking the works has the appropriate skills, knowledge and experience to undertake their duties under CDM Regulations. This must be a letter from the Developer – a letter from the Principal Designer is not sufficient.	
<b>Planning Permission</b>	Copy of the Planning Permission and associated Conditions to include the approved planning drawings of the highway works. As part of the S278 Design Audit, we must review whether the works proposed and the methods of working are in accordance with the planning permission.	
<b>Site Extent Plan</b>	A plan showing the extent of the whole planning permission using a red line. This is not the same as the Land Plan for the Agreement.	
<b>Consultation with Affected Landowners</b>	Where adjoining/nearby landowners or properties are directly affected by the proposed works then evidence of consultation will need to be supplied, especially where land is being dedicated.	
<b>Estimate of Construction Cost</b>	This is an estimate of the construction costs of the highway elements of the scheme only, although the agreed Tender Sum will be used as the basis for calculating the Bond and Inspection Fees.	
<b>Location Plan</b>	1/2500 OS based with 250m coverage either side of site	
<b>Existing Detail</b>	This is a drawing showing the existing layout of the site and surrounding area including existing level information.	
<b>General Arrangement Plan(s)</b>	Throughout the design drawings, reference should be made directly to HCC's Standard Detail Drawings where appropriate rather than recreating HCC's details on the scheme drawings. When using HCC's Standard Details, ensure that you also read the associated Notes for Guidance for the respective	<a href="https://www.hants.gov.uk/transport/developers/standard-details">https://www.hants.gov.uk/transport/developers/standard-details</a>

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	details to ensure that you are applying the detail/options correctly.	
Land Plan	Land Plan at 1/500 scale showing extent of existing Highway and development land for dedication (coloured orange for appending to Agreement) and any easements for drainage, lighting or structures. To include HCC colours featuring chainages, surface water drainage, street lighting, arboriculture and structures. Where third party land is required, particularly for visibility splays, this shall be clearly indicated on the plan and written proof supplied that the Developer has full control over land in question. Requests regarding the location of the Highway Boundary can be submitted using the online form at <a href="https://www.hants.gov.uk/transport/searchesrightscharges/highwayextent">https://www.hants.gov.uk/transport/searchesrightscharges/highwayextent</a>	<a href="https://www.hants.gov.uk/transport/searchesrightscharges/highwayextent">https://www.hants.gov.uk/transport/searchesrightscharges/highwayextent</a>
Horizontal Alignment Plan(s)	To include radii, lane widths & dimensions and visibility splays/sight lines. Street Lighting and arboriculture features to be shown on this plan. Refer to the Technical Guidance Notes.	<a href="https://www.hants.gov.uk/transport/developers/technical-guidance">https://www.hants.gov.uk/transport/developers/technical-guidance</a>
Swept Path Plot(s)	Swept path plots are to include as appropriate the following vehicles. Vehicle tracking speeds MUST be annotated next to each vehicle manoeuvre. The tracking speed should be appropriate for the location, with a minimum tracking speed of 10mph. Drawings must clearly show the chassis and the wheel tracking. A, Articulated Lorry – 16.48m in length 2.55m in width B, Pantehnicon – 9.57m in length 2.52m in width C, Large Family Car – 4.89m in length 1.94m in width D, Single Decker Bus – 12.00m in length 2.55m in width (for bus routes only) E, Super Large Refuse Vehicle – 11.20m in length, 2.53m in width	
Vertical Alignment	Long Sections with VA, transverse sections, vertical visibility sections, contour plots. Refer to the Technical Guidance Notes.	<a href="https://www.hants.gov.uk/transport/developers/technical-guidance">https://www.hants.gov.uk/transport/developers/technical-guidance</a>
Roundabout Entry Path Deflection & Geometry	As the GA drawing will show the vehicle and pedestrian visibility splays, it is recommended for clarity purposes that if the design includes a roundabout, that a separate layout drawing is provided detailing the roundabout geometry including entry widths and deflections. Refer to Technical Guidance Note.	<a href="https://www.hants.gov.uk/transport/developers/technical-guidance">https://www.hants.gov.uk/transport/developers/technical-guidance</a>
Passenger Transport Facilities	Where passenger transport facilities are affected then the passenger transport provider will need to be consulted. Refer to Technical Guidance Note TG9 Public Transport Infrastructure (inc Bus Stops, Shelters, RTPI)	<a href="https://documents.hants.gov.uk/transport/TG9TechnicalGuidanceNote-PublicTransportInfrastructure.pdf">https://documents.hants.gov.uk/transport/TG9TechnicalGuidanceNote-PublicTransportInfrastructure.pdf</a>
Cycle & Pedestrian Facilities	If not covered by GA and Horizontal Alignment. Refer to Technical Guidance Note TG10 Footways / Cycleways / Shared Surfaces	<a href="https://democracy.hants.gov.uk/documents/s25494/Report.pdf">https://democracy.hants.gov.uk/documents/s25494/Report.pdf</a>
Speed Check Data	Measurement of 85%ile vehicle speed including evidence of weather (wet/dry) during the	<a href="https://documents.hants.gov.uk/highways/TG">https://documents.hants.gov.uk/highways/TG</a>

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	measurement period. Refer to Technical Guidance Note TG3.	<a href="#">3TechnicalGuidanceNote- StoppingSightDistances andVisibilitySplays.pdf</a>
Collision History Plot and Associated Analysis (previous five years)	This is a location plot of accidents over the previous five-year period together with their type for a radius of 250m from the edges of the proposed works. Furthermore, an analysis of the accidents stating trends that are addressed by the proposals or that could be exacerbated shall be identified. To obtain accident statistics contact RPU IMU Records Analyst, Collision Records, Hampshire Constabulary, P.O. Box 421, Winchester, Hampshire, SO23 7WZ. Tel: 01962 / 871124. TraffWeb may be used to establish whether any accidents have occurred. However, if accidents have occurred then the full report from the police must be sought followed by the analysis of the accident types/location etc.	
Departures or Relaxation's from Standards	Any Departures from Standard must be submitted in Word format as part of this process. Refer to Technical Guidance Note TG17 Departures from Standard. Please also provide a summary document detailing any relaxations that have been included within the design. The Road Safety Audit Brief should also include details of the relaxations and departures for the Auditor's information.	<a href="https://documents.hants.gov.uk/transport/TG17TechnicalGuidanceNote-DeparturesfromStandard.pdf">https://documents.hants.gov.uk/transport/TG17TechnicalGuidanceNote-DeparturesfromStandard.pdf</a>
Collision Risk Assessment	All schemes must be accompanied with a collision risk assessment to demonstrate that the proposed design addresses the collision risks adequately. Refer to Technical Guidance Note TG14 Collision Risk Assessment, VRS & Passive Street Furniture	<a href="https://www.hants.gov.uk/transport/developers/technical-guidance">https://www.hants.gov.uk/transport/developers/technical-guidance</a>
Walking, Cycling and Horse-Riding Assessment & Review	Refer to GG 142 and Technical Guidance Note TG19 Walking, Cycling and Horse-Riding Assessment & Review	<a href="https://www.hants.gov.uk/transport/developers/technical-guidance">https://www.hants.gov.uk/transport/developers/technical-guidance</a>
Road Safety Audit (RSA) Designers Response to RSA	Stage 1 RSA with Designers Responses together with a copy of the original drawings submitted for the RSA. Refer to Technical Guidance Note TG18.	<a href="https://documents.hants.gov.uk/transport/TG18TechnicalGuidanceNote-RoadSafetyAudit.pdf">https://documents.hants.gov.uk/transport/TG18TechnicalGuidanceNote-RoadSafetyAudit.pdf</a>
Traffic Volumes (Existing and Proposed)	These are from the Transport Assessment report and are to assist with understanding the nature of the carriageway and assist with pavement design. A full copy of the Traffic Impact Assessment along with modelling calculations maybe requested.	
Abnormal Loads (including consideration of combine harvester route)	Where a physical obstruction or narrowing of the carriageway is being proposed details of abnormal indivisible loads will be required from the following contacts abnormal.loads@hampshire.pnn.police.uk and abnormal.loads@hants.gov.uk	
Traffic Signals Design File (TA 101) including Hazard Assessment and Client Brief - Traffic Signal Junction	Traffic Signals – Refer to Technical Guidance Note TG4	<a href="https://www.hants.gov.uk/transport/developers/technical-guidance">https://www.hants.gov.uk/transport/developers/technical-guidance</a>
Traffic Signals Drawings including Intervisibility Zones and Sight Stopping	Signal drawings are to include both PDF's and packaged DWG versions of each drawing. The information shown on a preliminary design signal/crossing drawing shall include traffic signal	

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Distance (CD 123) Drawing - Traffic Signal Junction	<p>poles/heads, controller, maintenance vehicle hard standing, road markings and a staging diagram. The intervisibility zones and Sight Stopping Distances shall be shown on the drawing. Refer to the <a href="#">example preliminary traffic signal design drawing</a>.</p> <p>Modelling documentation to be provided in both PDF and a copy of the software model.</p>	
Traffic Signals Modelling for isolated junctions to include 12-Hour Classified Turning Count and Linsig - PDF AND Software Model - Traffic Signal Junction		
Traffic Signals Modelling for networks to include 12-Hour Origin-Destination Count, Linsig or Transyt - PDF AND Software Model and Link Diagrams - Traffic Signal Junction		
Traffic Signals Stand-Alone Controlled Crossing Justification – to include HCC Approval, Statement of Need and appropriate traffic and pedestrian counts		
Traffic Signals Design File (TA 101) including Hazard Assessment and Client Brief – Signal Controlled Crossing		
Traffic Signals Drawings including Sight Stopping Distance (CD 123) Drawing – Signal Controlled Crossing		
Traffic Signals Modelling for Crossing to include 12-Hour Classified Traffic and Crossing Data and Linsig - PDF AND Software Model – Signal Controlled Crossing		
Traffic Signals Stand-Alone Controlled Crossing Justification – to include HCC Approval, Statement of Need and appropriate traffic and pedestrian counts – Signal Controlled Crossing		
Structures - Approval in Principle (AIP)	<p>Structures – Refer to Technical Guidance Note TG7. All drawings to be provided in BOTH PDF and packaged DWG formats.</p>	<p><a href="https://documents.hants.gov.uk/transport/TG7TechnicalGuidanceNote-AdoptionofStructures.pdf">https://documents.hants.gov.uk/transport/TG7TechnicalGuidanceNote-AdoptionofStructures.pdf</a></p>
Structures - Location Plan		
Structures - Foundation(s) details		
Structures - Cross Section(s)		
Arboricultural Report (All the information listed below is mandatory but can be packaged as one report)	<p>If any highway trees or planting are affected by the proposals then an Arboriculture Report will be required along with protection methods to be undertaken during the Works. This includes any tress or planting adjacent to the Highway where the roots may be affected by the proposals</p>	<p><a href="https://www.hants.gov.uk/transport/developers/technical-guidance">https://www.hants.gov.uk/transport/developers/technical-guidance</a></p>
Arboricultural Impact Assessment		

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Arboricultural Drawings including details of ground prep, planting specification and maintenance	Refer to Technical Guidance Note TG15 Trees, Landscape & Ecology	
Tree Protection Plan(s)		
Arboricultural Method Statement		
Arboricultural Soil Assessment Report		
Ecology Report	It is expected that all requirements would be addressed as part of the Planning process. However, if this is not the case then Consultant may need to carry out suitable assessments in accordance with DMRB Vol 11; i.e. Environmental Impact Assessment (EIA) and Appropriate Assessment (AA). Refer to Technical Guidance Note TG15 Trees, Landscape & Ecology	<a href="https://www.hants.gov.uk/transport/developers/technical-guidance">https://www.hants.gov.uk/transport/developers/technical-guidance</a>
Legal Agreement Proforma	Form detailing the minimum required details required by HCC to begin drafting the legal agreement. The form should be completed and uploaded along with all relevant documents with the submission.	<a href="https://www.hants.gov.uk/transport/developers/section-278">https://www.hants.gov.uk/transport/developers/section-278</a>