



Education and Families Committee
Environment and Transport Committee
Policy and Resources Committee
Shetland Islands Council

19 January 2016
20 January 2016
15 February 2016
24 February 2016

Review: School Transport Policy 2016

CS-02-16 F

Report Presented by
Executive Manager - Schools

Children's Services
Schools / Quality Improvement

1.0 Summary

- 1.1 The purpose of this report is to present a reviewed and updated School Transport Policy.

2.0 Decision Required

- 2.1 That the Education and Families Committee, Environment and Transport Committee and the Policy and Resources Committee RECOMMEND that the Council RESOLVES to approve the proposed updated School Transport Policy.

3.0 Detail

- 3.1 The Shetland School Transport Policy has not been reviewed since 2007.
- 3.2 The Scottish Government issued new guidance on improving school transport safety with effect from January 2011.
- 3.3 This guidance includes 'the promotion of walking and cycling to and from school'. This is also compatible with both the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Health and Wellbeing outcomes in the Curriculum for Excellence'.
- 3.4 On 12 May 2014, the Shetland Islands Council approved the Development Committee's recommendations contained in the Bus

- 3.5 This comprehensive review of school and public bus services resulted in a new network of bus services, which came into force in August 2014.
- 3.6 This updated School Transport Policy has taken account of the lessons learned as a result of the implementation of that new bus network.
- 3.7 No change in entitlement to school transport has been proposed within this updated School Transport Policy. The Education (Scotland) Act 1980 places a legal responsibility on Local Education Authorities to enable the attendance at school of children living beyond specified maximum walking distance from their school. Shetland Islands Council's Children's Services Department facilitates this by using these limits to determine the provision of school transport. Walking distance is specified as two miles for pupils who have not reached their eighth birthday and three miles for pupils aged eight years and over.

In Shetland, this is extended during the winter months (October break to Easter break) to provide transport for all pupils who live more than a mile-and-a-half from their school.

- 3.8 The updated School Transport Policy does state that school transport will only be provided from one address and will not be provided from multiple addresses, in line with the Council's Admissions Policy.

Parents who choose to send their child, through a placing request, to a school other than their designated school will be responsible for their child's transport. The exception to that is for any pupil in Secondary 4, who will qualify for school transport as a result of a placing request.

- 3.9 The updated School Transport Policy sets out the process to be followed for parents wishing to access vacant seats on school transport vehicles for their children. Education Authorities are required to offer any vacant seats on school transport to pupils who live on a route but within walking distance of their school.
- 3.10 The updated School Transport Policy sets out the process to be followed where a Road Safety Audit may be required on any given route, or part of a route.
- 3.11 The updated School Transport Policy also gives a commitment that where alterations to school transport arrangements are necessary, pupils and parents/carers will be given as much notice as possible and unless there are safety reasons, changes will take effect as soon as practicable, or when the contract becomes due for renewal.

If the change is significant pupils, parents, transport operators and communities will be consulted in line with the objectives of this Policy. The Council will try, where practicable, to give a term's notice of any change.

4.0 Implications

Strategic

- 4.1 Delivery On Corporate Priorities – the updated School Transport Policy will assist in delivering the priorities set out in the updated Corporate Plan - Our Plan 2016-2020 – by making Shetland the best place for children and young people to grow up in and, by having transport arrangements in place that meet people's needs and which we can afford to maintain in the medium term.
- 4.2 Community /Stakeholder Issues – The updated Policy clearly states that communities and stakeholders will be consulted in future before any significant change to service. Change in school transport can be triggered by a variety of circumstances, including population changes.
- 4.3 Policy And/Or Delegated Authority – The Education and Families Committee and the Environment and Transport Committee have delegated authority to advise the Policy and Resources Committee and the Council in the development of service objectives, policies and plans concerned with service delivery within the remit of their functional areas. Approval of the updated Policy requires a decision of the Council, in terms of Section 2.1.3 of the Council's Scheme of Delegations, supported by advice from the Policy and Resources Committee. This report is related to the function of an education authority.
- 4.4 Risk Management – There may be an increase in requests for Road Safety Audits; these will be carried out by the Council's Roads Engineers.
- 4.5 Equalities, Health And Human Rights – none.
- 4.6 Financial – none at this time, unless there is a requirement for changes to the bus network as a result of Road Safety Audits. The Shetland Islands Council approved the Development Services Bus Network Redesign Tender Report on 12 May 2014 (Report No. TP-05-14-F - Min Ref: 24/14). Any additional cost that may arise will require to be met from the budget held by the Transport Planning Service.
- 4.7 Legal – None.
- 4.8 Human Resources – not applicable as services contracted out.
- 4.9 Assets And Property – none.

5.0 Conclusions

- 5.1 Approval of this updated School Transport Policy will consolidate all decisions which have been taken since the last policy review in 2007.

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Report Finalised: 08 January 2016

Appendices

Appendix 1 - Proposed New School Transport Policy

Background Documents

Education (Scotland) Act 1980 (updated 1996).

A Guide to Improving School Transport Safety – Transport Scotland
http://www.transportscotland.gov.uk/files/documents/roads/Improving_School_Transport_Safety_-_guide_-_final.pdf

END

Shetland Islands Council



Children's Services

School Transport Policy

2016

School Transport Policy

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School Transport Policy

1 Introduction

- 1.1 Local Authorities have legal responsibilities to enable the attendance of children living beyond specified maximum walking distance from their school.
- 1.2 This Policy sets out the Shetland Islands Council's approach to fulfilling its responsibilities along with responsibilities and expectations of other parties involved in the safe transportation of pupils from home to school.

2 Aims

- 2.1 In relation to home to school transport, this Policy aims to:
 - Clarify entitlement to home to school transport provision.
 - Describe the options available to Local Authorities to fulfil their responsibilities.
 - Describe the responsibilities of contractors, operators, drivers, parents, pupils and school staff.
 - Set out the standard of service expected from school transport operators.

3 Objectives

- For Shetland Islands Council to fulfil its responsibilities for home to school transport.
- For Shetland Islands Council to do its utmost in providing safe and reliable transport.
- To provide flexibility for Shetland Islands Council, transport operators, parents, pupils and communities to find the most appropriate, sustainable solutions.
- To encourage active travel to school compatible with the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Health and Wellbeing outcomes in the Curriculum for Excellence.
- Engage in consultation with parents, pupils, transport operators and communities when there is a proposed significant change to transport arrangements.

4 Entitlement

- 4.1 The Education (Scotland) Act 1980 places a legal responsibility on Local Education Authorities to enable the attendance at school of children living beyond specified maximum walking distance from their school. Shetland Islands Council's Children's Services facilitates this by using these limits to determine the provision of school transport. Walking distance is specified as two miles for pupils who have not reached their eighth birthday and three miles for pupils aged eight years and over.

- 4.2 In Shetland, this is extended during the winter months (October break to Easter break) to provide transport for all pupils who live more than a mile-and-a-half from their school.
- 4.3 Shetland Islands Council has given a commitment that, as far as possible, the maximum single journey time will be 40 minutes for a primary pupil and 65 minutes for a secondary pupil.
- 4.4 The Education (Scotland) Act 1996 amended the 1980 Act to require education authorities to have regard to the safety of pupils when considering whether to make arrangements for the provision of school transport.
- 4.5 Shetland Islands Council has identified catchment areas for all its primary schools and secondary schools. These are clearly laid out in the Council's Admissions Policy. Parents who choose to send their child, through a placing request, to a school other than their designated school will be responsible for their child's transport. The exception to that is for any pupil in Secondary 4, who will qualify for school transport as a result of a placing request.

When enrolling a pupil within a primary or secondary school, only one address can be used to identify the appropriate catchment area and entitlement to school transport. School transport will only be provided from one address and will not be provided from multiple addresses.

- 4.6 Education Authorities are also required to offer any vacant seats on school transport to pupils who live on a route but within walking distance of their school. The Authority can charge for the use of a vacant place or they have the discretion for a vacant place to be used without charge. However, they can only charge for the use of a vacant place if the charges can be met without undue hardship on the parent(s) /carers(s). If the number of non-entitled pupils exceeds the number of vacant seats available, the Authority must select which of those pupils can travel on the vehicle. If the number of pupils entitled to places increases then those who are not entitled will need to relinquish their place. Placing request pupils will not be taken into account when specifying the number of seats required for any future contracts.
- 4.7 Vacant seats must be re-applied for each school year. In the event that more applications are received than the number of vacant seats on any given route then priority shall be given as follows:
- To those children referred by Social Work or Health professionals;
 - To those attending their catchment area school over those attending an alternative school by parental choice;
 - Amongst those attending their catchment area school, to those who live furthest away;
 - Amongst those attending an alternative school by parental choice, to those who live furthest away.
- 4.8 If the route between their home and school is considered unsafe, transport is also provided for pupils who live within walking distance of their school.

4.9 To assess whether transport should be provided for safety reasons, a safety audit is carried out by the Infrastructure Services Department – Roads Services, sometimes in consultation with the Police. The method of assessing safety factors was approved by the Council in July 1996; this method was recently revisited and found to continue to be appropriate. If a route is assigned a pedestrian safety factor of 1 or 2 it is considered that there is little or no risk to children walking whilst supervised by an adult. A pedestrian safety factor of 3 or 4 indicates that the route is less suitable, in terms of road safety, for accompanied children on foot. Council policy is that school transport provision should not be made for pupils who live within walking distance of the school if the route has been assigned a pedestrian safety factor of 1 or 2.

4.10 If parents/carers/transport operators consider that the route has been assessed incorrectly they can make a written submission to the Executive Manager, Schools giving reason(s) why they feel it should be changed. The Road Safety Audit information will then be assessed by the Executive Manager – Schools, in conjunction with the Executive Manager – Roads.

If those complainants remain dissatisfied with the outcome of any review, then their recourse would be to engage with Stage 2 of the Council's Complaints Procedure.

4.11 When pupils, who are entitled to transport, enrol at a school they should use the school transport already provided in their area. This transport may not be provided from their door.

4.12 Transport provision will not be diverted from an existing route unless the journey from their house to the main road pick-up point is more than walking distance or this part of the journey is considered unsafe for accompanied pupils.

4.13 In cases where alterations to school transport arrangements are necessary, pupils and parents/carers will be given as much notice as possible and unless there are safety reasons, changes take effect as soon as practicable, or when the contract becomes due for renewal.

If the change is significant pupils, parents, transport operators and communities will be consulted in line with the objectives of this Policy. The Council will try, where practicable, to give a term's notice of any change.

5 Options available

5.1 Local authorities are required to make arrangements as necessary for the provision of school transport and have to pay all or part of reasonable travelling expenses for school pupils. This legal responsibility could be fulfilled by providing either a means to get to school, such as a bicycle, an allowance for parents/carers to make their own arrangements, or the use of any form of public transport.

- 5.2 Local Authorities are not required to provide “door-to-door” transport. Children may be expected to walk anything up to the legally specified maximum walking distance to/from the transport pick-up and drop-off (PUDO) point. Parents/carers are responsible for this part of the journey.

6 Responsibilities

- 6.1 Contractors, transport operators, school staff, parents/carers and pupils will all be expected to adhere to the guidance set out in Appendix A.

6.2 Local Authority

The Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990 place a general duty on Local Authorities to secure, as far as is practicable, the safety of pupils under their charge. Pupils travelling on dedicated school transport arranged by the local authority are under the charge of the authority. Therefore the authority will keep school transport provision under review to ensure the safety of pupils when travelling on school transport (see section 7 - Review).

The Local Authority is responsible for undertaking risk assessments on designated PUDO points. Parents should be aware that any other PUDO points which have been agreed directly with the transport operator are classed as undesignated and as such the responsibility for risk assessment lies with the transport operator, not the Local Authority. The Transport Operator must be able to produce such risk assessments when required.

6.3 Contractors/Transport Operators

Contractors provide home to school transport using cars, mini-buses, buses and/or coaches. It is the responsibility of those who are awarded school transport contracts to take all reasonable steps to ensure the security, safety, dignity and comfort of pupils in their care. The vehicles used must be suitable for the purpose and drivers must be PVG checked, adequately trained and qualified.

Since 1 October 2001, all new coaches and mini-buses have had to be fitted with seat belts. A forward facing seat fitted with a minimum of a lap belt must be available to every child. New regulations introduced in September 2006, requires all seated passengers aged 14 years and above to use seatbelts where they are fitted in all buses and coaches.

This new legislation also means that all children under 135cm (4foot 5inches) in height use a suitable restraint when travelling by car, e.g. a booster cushion with an adult seat belt. The legislation explicitly excludes journeys made in taxis and private hire cars. However Shetland Islands Council has adopted a policy which will require appropriate child restraints to be provided for all primary aged children below 135cm in height. The Council's Road Safety Officer can advise if required.

Contractors must ensure that they have contingency plans, acceptable to the authority, to deal with vehicle failures, staff unavailability, emergency closure of schools and other emergencies. Any driver employed by the contractor should be aware of issues involving pupil safety and behaviour and who to contact in an emergency.

As school transport drivers are deemed to have “substantial opportunity for access” to children all drivers must have PVG clearance prior to driving any vehicle used for school transport provision. Contractors must provide the Authority with details of all persons who may drive their vehicles or be employed as attendants or supervisors.

A contractor must not sub-contract to another operator without the written permission of the Local Authority.

The contractor is responsible for identifying suitable turning places. The Authority can specify alternative and/or additional PUDO points at no extra cost unless an additional daily journey in excess of three miles is required. The contractor must ensure that all pupils included in the route are conveyed to school in time for opening and collected at the end of the school day when dismissed.

If at any time a contractor is not in a position to fulfil the requirements of the contract, due to the number of pupils in the area exceeding the number of seats available or due to the unavailability of a suitable vehicle or driver or for any other reason, they must inform the Executive Manager Transport Planning immediately in order that new arrangements can be put in place.

6.4 Vehicle operators

All passengers must be notified that seat belt wearing is compulsory.

The driver is responsible for ensuring that passengers aged 3 to 13 years wear a seat belt.

Passengers aged 14 years or over are responsible for wearing a seat belt where they are fitted.

Drivers of home to school transport bear much of the responsibility for the safety of pupils. However, parents/carers remain responsible for the behaviour of their children and they should encourage their children to follow the instructions of the driver. Failure to act responsibly will compromise pupils' own safety and the safety of other pupils.

There is no statutory requirement for the Education Authority to provide supervisors on school transport.

6.5 Additional Support Needs

Parents/carers of pupils with additional support needs are responsible for requesting transport arrangements to and from school. The relevant

Policy and ASN Transport Request form are available on the Council website or can be requested from the Council's Children's Services Department.

Information on ASN transport can be found at this link to the Enquire website:

<http://enquire.org.uk/20100622/wp-content/uploads/2010/11/transport-to-school.pdf>

6.6 Parents

Parents/carers have a legal duty to provide for the education of their children, either by causing them to attend school regularly, or by other means. Parents/carers have a right to expect that suitable arrangements for safe and reliable school transport will be made for their children. However, the ultimate responsibility for the safety and welfare of pupils rests with their parents/carers and it requires parents/carers working along with the Local Authority, schools, and transport operators to ensure that a high level of service is maintained.

Unless the route is considered unsafe, pupils may have to make their own way anything up to the maximum walking distance to access school transport. Parents/carers are responsible for this part of the journey. Parents/carers are also responsible for the behaviour of their children whilst on the vehicle and when waiting at the pick-up point. Persistent behaviour which is of concern can lead to a pupil being removed from school transport. Parents/carers should be aware that the Local Authority must still provide the pupil with the means of getting to school, but this may not be in a way which is particularly convenient.

6.7 Pupils

Pupils should adhere to the guidance as laid out in Appendix A.

7 Review

- 7.1 The Schools Management Team will arrange for a review of this policy in five years or when required by legislation or local circumstance.
- 7.2 Performance of school transport will be monitored via the Development Services' Transport Planning team, and reported on annually to the Schools Management Team. This report will detail information on service costs and performance on the objectives of this policy. This may then lead to recommendations regarding strategies, policies or procedures.

Appendix A: Home to School Transport Guidance

Listed below are key guidelines which drivers must follow to support the safe transport of pupils between home and school and/or on school trips/outings.

Pupils

School transport is provided to get pupils to and from school. The behaviour of pupils between home and school, whether as a pedestrian or as a passenger in a vehicle, has a direct bearing on their safety. Pupils should be given sound advice on what constitutes responsible and safe behaviour and they should be encouraged to develop their own road safety skills. Pupils should be encouraged to adopt the following as a code of conduct in relation to their journey between home and school:

- Make sure you leave home in plenty of time so that you do not have to rush.
- Always walk on the pavement, where there is one.
- If there is no pavement, always walk facing the oncoming traffic.
- Always wear something bright to make you more visible in the dark or in bad weather.
- If you are with younger children, set them a good example and let them walk on the inside so that they are furthest away from any traffic.
- On narrow roads with no pavement, walk in single file.
- Walk, don't run.
- Act responsibly and don't be persuaded by others to act foolishly as this could compromise your own safety and the safety of others.
- Stand back when the vehicle arrives.
- Get on and off the vehicle one at a time and do not push or shove.
- Sit still on the vehicle and fasten the seat belt.
- Do not open or play with emergency doors or windows.
- Always obey the instructions of the driver.
- Treat other people with respect.
- When you get off the vehicle do not cross the road until the vehicle has moved off and you can see clearly in both directions.
- Between the vehicle and the school entrance keep your eyes open for other vehicles near the drop-off point.
- If you have left anything on the vehicle do not run after it but tell your teacher or playground supervisor as soon as possible.

Parents/Carers

- Young children should be accompanied by an adult while walking.
- Young children should be met at the bus stop.
- Ensure that your child takes the safest route.
- Walk the route with your child at least once and talk about the hazards.

- Children must be suitably dressed for the weather and should always wear something bright, preferably with reflective and fluorescent strips or panels.
- Make sure children leave home in plenty of time so that they do not have to rush.
- Children need to be at the designated pick-up point before the scheduled departure time of their transport. Transport operators cannot wait for latecomers.
- Teach your children about road safety.
- Passengers aged 14 years or over are responsible for wearing a seatbelt where they are fitted.
- Remind your children that playing about at pick-up points or on the vehicle can result in accidents or injuries. Extreme or persistent misbehaviour may lead to the withdrawal of school transport from the pupils responsible.
- Ensure children do as the driver says and not to misbehave. Parents / carers can be held responsible for any vandalism caused by their children.
- When they return from school, if the vehicle stops on the opposite side of the road, cross over to meet your child do not expect them to cross the road to meet you.
- If parents/carers are concerned about the behaviour of pupils on school transport they should contact the Head Teacher.
- If the service is unreliable, or parents/carers are concerned about the vehicles being used or the attitude of the driver, they should contact the Quality Improvement Officer for the school, preferably in writing. It is important that complaints are notified promptly. It becomes difficult to take effective action or identify who was at fault if the complaint is made long after the incident occurred.
- All behavioural issues which are of concern to the driver must be dealt with. Concerns over the conduct of pupils must not be ignored as this only encourages situations / patterns to develop and escalate. If it becomes apparent that a particular pupil cannot continue to be allowed to travel on school transport, the Head Teacher must inform Children's Services immediately by contacting the relevant Quality Improvement Officer. As the Local Authority is required by law to provide school transport, an appropriate way forward must be found. In achieving this, the Quality Improvement Officer should work together with relevant school staff, the pupil, their parents/carers and Executive Manager – Transport Planning where necessary to find an appropriate way forward. Some possible solutions may be:
 - Provision of bus fares to facilitate the use of public transport.
 - Return to school transport on the same or a suitable alternative route with agreed conditions.
 - Provision of bus fares with parents/carers transporting their children.
- Report any discipline or behaviour concerns to the Head Teacher of the relevant school. This should be done even if the driver feels they have dealt with a particular issue effectively.

- Be aware that the safety and welfare of all pupils on the vehicle is of paramount importance and a considerable degree of responsibility rests with the driver on each journey.
- Understand their responsibilities as defined in the Shetland Islands Council School Transport Policy.

Drivers

- Do not drive a vehicle which you are not suitably licensed or insured to drive.
- Do not drive a vehicle you suspect of being unroadworthy or in contravention of relevant regulations or legislation.
- Follow the scheduled route and use pick-up and set down points designated by the contractor or agreed by the authority.
- Approach each stop slowly and carefully and keep doors closed until the vehicle has stopped.
- If applicable, check pupil bus passes. Pupils who do not have a pass should not be refused transport but it should be reported to the relevant Head Teacher.
- Do not drive off until all pupils are seated, the doors are closed and you have checked that no pupils are in the vicinity of the vehicle.
- Remind pupils to fasten their seat belts before driving off.
- Know who to contact in the event of an emergency, such as a breakdown, an accident, adverse weather conditions, an unforeseen delay or other hazard.
- Never eject a pupil from the vehicle under any circumstances. Report any discipline or behaviour concerns to the head teacher of the relevant school. This should be done even if the driver feels they have dealt with a particular issue effectively. In the event of extreme or persistent misbehaviour the authority reserves the right to suspend school transport provision for the pupils responsible. Transport arrangements will then become the responsibility of their parents/carers.
- Understand their responsibilities as defined in the Shetland Islands Council School Transport Policy.

Schools

- All behaviour issues which are of concern to the driver must be dealt with. Concerns over the conduct of pupils must not be ignored as this only encourages situations / patterns to develop and escalate. If it becomes apparent that a particular pupil cannot continue to be allowed to travel on school transport, the Head Teacher must inform Children's Services immediately by contacting the relevant Quality Improvement Officer. As the Local Authority is required by law to provide school transport, an appropriate way forward must be found. In achieving this, the Quality Improvement Officer should work together with relevant school staff, the pupil, their parents/carers and the Executive Manager -

Transport Planning where necessary to find an appropriate way forward. Some possible solutions may be:

- Provision of bus fares to facilitate the use of public transport.
 - Return to school transport on the same or a suitable alternative route with agreed conditions.
 - Provision of bus fares with parents/carers transporting their children.
- Be aware that the safety and welfare of all pupils on the vehicle is of paramount importance and a considerable degree of responsibility rests with the driver on each journey.
- Understand their responsibilities as defined in the Shetland Islands Council School Transport Policy.



**Environment and Transport Committee
Policy & Resources
Shetland Islands Council**

**20 January 2016
15 February 2016
24 February 2016**

Policy for the Construction of Roads Suitable for Adding to the list of Public Roads Adoption of the National Roads Development Guide and Local Variations

RD-02-16-F

Traffic & Road Safety Engineer

**Roads Service /
Infrastructure Services Department**

1.0 Summary

- 1.1 The purpose of this report is to ask the Committee to change the Councils current design guidance document from the 'Strathclyde Design Guide' to the 'National Roads Development Guide' with 'Local Variations for the Shetland Islands Council Area'. The design guidance document governs the design and construction standards of development roads suitable for adding to the list of Public Roads (ie adopted by the Council).

2.0 Decision Required

That the Environment and Transport Committee and the Policy & Resources Committee RECOMMENDS that the Council:

- 2.1 RESOLVES to adopt the National Roads Development Guide as policy; and
- 2.2 RESOLVE to approve the National Roads Development Guide: Local Variations for the Shetland Islands Area document as policy amendments to the National Roads Development Guide; and
- 2.3 NOTE that the National Roads Development Guide is an evolving document that will be updated; and
- 2.4 INSTRUCT the Roads Service to update the National Roads Development Guide: Local Variations for the Shetland Islands Area document as amendments to the National Roads Development Guide as appropriate; and

- 2.5 NOTE that the Roads Service will consult, where appropriate, with the Executive Manager – Planning Service and representatives of the local construction industry over any future amendments to the local variations to the National Roads Development Guide.

3.0 Background

- 3.1 There has been a significant change over the last decade in government policy and attitude to the layout of new development areas, particularly those for housing. This has resulted in a greater emphasis on accommodating the needs of pedestrians and cyclists, while providing better support for local authorities looking to achieve well designed and sustainable development layouts. This change in attitude led to new national planning policies such as “Designing Streets” and “Creating Places”.
- 3.2 These policies introduced a new design approach based on a user hierarchy, and promoted early engagement and collaborative working as effective delivery mechanisms for the main aims of the policies.
- 3.3 Through the statutory Local Plan process Councils were required to promote the policies in Designing Streets and Creating Places, and to publish specific local guidance on place making to help deliver better quality places.
- 3.4 When the new national policies were introduced it was apparent that the road and street design guides used by local authorities across Scotland were out of step with the new approach to place making.
- 3.5 The Society of Chief Officers of Transportation in Scotland (SCOTS) was then asked by the Scottish Government to draft a technical guidance document for the construction of roads and streets that built on the ethos of these new national policies.
- 3.6 The National Roads Development Guide (NRDG) was therefore produced by SCOTS to embrace current Scottish Government policies on place making, to expand on the principles of those policies, and to clarify when they should be applied.
- 3.7 It was expected that the document would be adopted by each local authority to replace their current design guide. In our case the one produced by the former Strathclyde Regional Council.
- 3.8 This report to Committee, seeking approval to adopt the NRDG and local variations, has been prepared in parallel with the Planning Service who will seek approval from the Development Committee in the current cycle to commence consultation on Placemaking Supplementary Guidance for Shetland.

4.0 National Roads Development Guide (NRDG)

- 4.1 The NRDG document introduces a consistent approach to the principles of road and street design across Scotland.

- 4.2 One of the fundamental aims of both Designing Streets and the NRDG is to promote the principles of a multi-disciplinary and collaborative approach to project design, and to encourage early engagement, in order that a balanced outcome based on user function is achieved.
 - 4.2.1 This approach also needs to be promoted by any local planning guidance on place making to be effective.
 - 4.2.2 To deliver on this holistic approach to place making and street design the Roads Service have been working in collaboration with the Planning Service on the place making guidance and the proposed introduction of the NRDG and local variations as adopted Council policy.
- 4.3 Due to the huge regional variations across Scotland in development types and pressures the NRDG document allows for Local Variations to be made to the base document by each local authority area.
 - 4.3.1 This is in common with the local planning policy arrangements where each planning authority is expected to have their own localised place making guidance.
 - 4.3.2 Proposed local variations for the Shetland Islands Council Area are detailed in Section 5.
- 4.4 The base NRDG document is only available on-line, and may be accessed through the following link:

<http://www.creatingplacescotland.org/designing-streets/guidance/scots-guidance>

However, a paper copy has been placed in the Members' room for information.

5.0 Local Variations to NRDG for Shetland Islands Council Area

- 5.1 The Roads Service has long supported the flexible design and collaborative working approach promoted by Designing Streets, and detailed in the NRDG. This active involvement in the design process of a number of schemes has led to some design standards being developed/ amended to suit our local situation.
- 5.2 In promoting the NRDG as a Council policy in relation to roads suitable for adoption onto the list of public roads it is necessary to ensure that the valuable work that has been done to date in developing local standards is not set aside unnecessarily because it is at variance with the base NRDG document.
 - 5.2.1 If the proposed Local Variations are not adopted along with the NRDG then local developers in Shetland would have to follow guidance and standards that are significantly different from current practice in some respects, and not necessarily appropriate for developments in Shetland.
- 5.3 Therefore, in common with a number of local authorities who have formally adopted the NRDG as policy, the Roads Service recommends

that a local variation document, as allowed for by the NRDG, is also adopted as policy by the Council.

5.4 The proposed variations are detailed and substantial. They have been split into three documents for ease of reference. These documents are the core local variations document, a guide to construction consent document, and a document containing the forms required for the construction consent process. These documents are attached as appendices to this report.

5.5 The following table summarises the proposed local variations to the NRDG:-

| NRDG Reference | Summary of Shetland Islands Council Area Variation |
|-------------------------|--|
| 2.1.4 – Page 27 | NRDG sets a requirement for roads serving 6 or more dwellings to be served by an adoptable road. Locally we removed this type of requirement in the past due to members concerns over the cost burden placed on the X th house of an incremental development by this policy. |
| 2.2.6 – Page 37 | Reduces the traffic volume threshold for developers having to seek advice from the Roads Service. |
| 2.2.6 (d) – Page 41 | Clarifying when parking spaces within private garages can be counted towards overall provision. |
| 2.3.3 – Page 52 | Clarifying the wording regarding construction consent requirements for housing courts. |
| 2.4 – Page 57 to 64 | The whole section on construction consent has been placed in its own document (Guide to Construction Consent Process) for ease of reading and reference. Local variations are proposed in respect of the forms to be used (placed in specific forms document for ease of reference), providing more clarity on the supporting information to be provided, and a better defined bond release process. |
| 3.1.1 (c) – Page 70 | Included the visibility splay reference table and provided supporting information on its use and applicability. The core NRDG simply refers readers to a table in another document and provides no practical guidance as to the use of the table. |
| 3.1.1 (f) – Page 71 | Provides a defined process for considering relaxations to parking in a visibility splay area. |
| 3.1.1 (h) – Page 71 | Revised external reference to refer to appropriate local variation. |
| 3.1.3 Table 3 – Page 78 | Relaxed road geometry parameters in recognition of local traffic flows and topography. |
| 3.1.3 (d) – Page 80 | Relaxed and further defined design parameters for approach gradient limits at junctions. |
| 3.1.3 (g) – Page 84 | Revised passenger thresholds for the provision of public transport facilities - in consultation with the Executive Manager – Transport Services. |
| 3.1.7 (c) – Page 105 | Corrected Speed Visibility Relationship tables for rural roads to match those in the national design standard TD9/93. |
| 3.2 – Page 109 | Additional note for developers highlighting that the Roads Service holds local traffic information that may be more appropriate than national datasets. |

| | |
|-----------------------|--|
| 3.4.4 (a) – Page 118 | Additional note for developers highlighting the restricted range of surfacing materials available from local supply without special arrangements. |
| 3.4.11 (c) – Page 134 | Local variation to ensure that an adequate stock of spares is made available for developer provided road lighting installations where alternative materials are used. |
| 3.5.4 – Page 138 | Brought the term ‘main urban area’, used in NRDG to permit certain variations, into a local context. |
| 3.5.8 – Page 139 | Provided additional clarification on pedestrian safety for developments likely to generate coach traffic. |
| 3.5.9 – Page 139 | Extracted cycle parking from general parking standards tables and placed into NRDG section on cycle parking provision. |
| 3.5.10 – Page 140 | Extracted powered two-wheeler parking from general parking standards tables and placed into NRDG section on powered two-wheeler parking provision. |
| 3.5.11 – Page 140 | Extracted disabled parking from general parking standards tables and placed into NRDG section on disabled parking, as well as providing better granularity in disabled parking provision for different development types and sizes. |
| 3.5.12 – Page 141 | Highlighted limitations for developers wishing to use S75 contributions in lieu of making adequate parking provision within their site. Does not readily apply to Shetland but needs to be covered. |
| 3.6.2 (a) – Page 142 | Updated section for ease of reading, and highlighted benefits of providing larger than standard parking bays. |
| 3.6.4 (e) – Page 149 | Updated section in line with the Councils current off-street parking policy. Provided information on when off-street turning provision would be required. |
| 3.6.4 (f) – Page 149 | Clarified design requirements for a garage to be used for parking provision in line with policy 2.2.6 (d) – Page 41. |
| 3.6.4 (i) – Page 152 | Clarified why stacked or tandem parking would not be counted towards overall provision within a development. |
| 3.6.6 – Page 156 | Identified Sheffield style cycle stands as our standard installation for cycle parking. This does not preclude other types from being used but better explains the calculations used in the cycle parking table. |
| 3.7 – Page 156 | Added explanatory notes to section on parking standards. Updated parking standards tables following removal of cycle, powered two-wheeler, and disabled parking provisions to their own tables. Amended parking ratios and thresholds as appropriate to suit local conditions and previous study work. For example loading bay requirements are typically lower due to limited haulage range and deliveries being constrained by shipping timetables. There are also reduced parking requirements for social housing developments - based on work done previously in collaboration with Hjaltland Housing Association. |

| | |
|--|--|
| Appendix: Application Forms – Page 186 | Localised application forms for Shetland Islands Council provided. Additional forms provided to help meet the statutory requirements of the Construction Consent Process. The forms are supplied in standalone document for ease of reference. |
|--|--|

- 5.6 The Roads Service will, along with the Planning Service, undertake joint consultations with representatives of the local construction industry, and in particular the Shetland Architectural Society and Hjaltsland Housing, on possible future revisions to the Local Variations document as part of the consultations on the Council's Placemaking Supplementary Guidance.

6.0 Other Considerations

- 6.1 Local variances and departures from the NRDG will continue to be developed as necessary in conjunction with the Planning Service and representatives of the local construction industry, as appropriate, and incorporated into the Local Variations document.
- 6.2 Any changes to legislation, best practice, codes of practice, guides, and other such documents will also be incorporated into the local variations document as appropriate. This will help ensure that the overall guidance is maintained, reflects current practice, and provides a positive long-term legacy resource.

7.0 Implications

- 7.1 Delivery On Corporate Priorities – The NRDG and local variations seek to promote safe roads, maximise accessibility for pedestrians and cyclists, and to provide access to sustainable modes of transport in line with Council policy.
- 7.2 Community / Stakeholder Issues – None.
- 7.3 Policy And/ Or Delegated Authority – The Council's Scheme of Administration and Delegation provides authority for each functional committee to discharge the powers and duties of the Council within their own functional areas in accordance with the policies of the Council.

The policies proposed in this report relate to technical standards and processes defined in relation to statutory duties of the Council as Roads Authority.

The Environment and Transport Committee has delegated authority to advise the Policy and Resources Committee in the development of service, objectives, policies and plans concerned with service delivery with the remit of the functional Committee. Approval of Policy requires a decision of the Council, in terms of Section 2.1.3 of the Scheme of Delegations, supported by advice from the Policy and Resources Committee.

- 7.4 Risk Management – The statutory Construction Consent procedure is designed to ensure that development roads are built to safe and appropriate standards. The NRDG and proposed local variations

support this statutory procedure to ensure that the Council does not subsequently have to upgrade newly adopted roads.

7.5 Equalities, Health And Human Rights – The NRDG aims to provide greater equalities based on a user hierarchy rather than strict road types based on traffic flows and/ or the number of buildings served. The hierarchy methodology used within the design process prioritises pedestrians and other vulnerable users over motor vehicles.

7.6 Environmental – None.

7.7 Financial Resources – None.

7.8 Legal – None.

7.9 Human Resources – None.

7.10 Assets And Property – None.

8.0 Conclusion

8.1 The adoption of the NRDG and local variations as clear policy on both the design process and technical requirements for development roads helps to promote existing Council policies, meet statutory requirements, and supports a more holistic and integrated approach to the planning and approvals process.

For further information please contact:

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11 January 2016

List of Appendices

Appendix 1 – National Roads Development Guide: Local Variations for Shetland Islands Council Area

Appendix 2 – Guide to Construction Consent

Appendix 3 – Construction Consent Forms

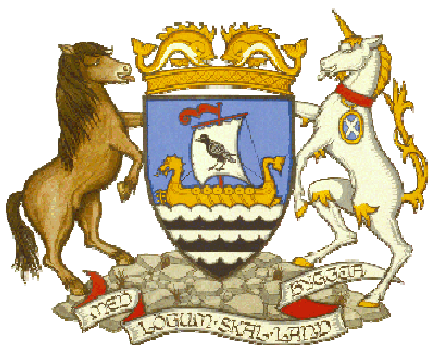
Background documents:

[National Roads Development Guide](#) (*printed copy in members' room*)

Report by Planning Service to Development Committee – 20 January 2016 (*link to report on COINs*)

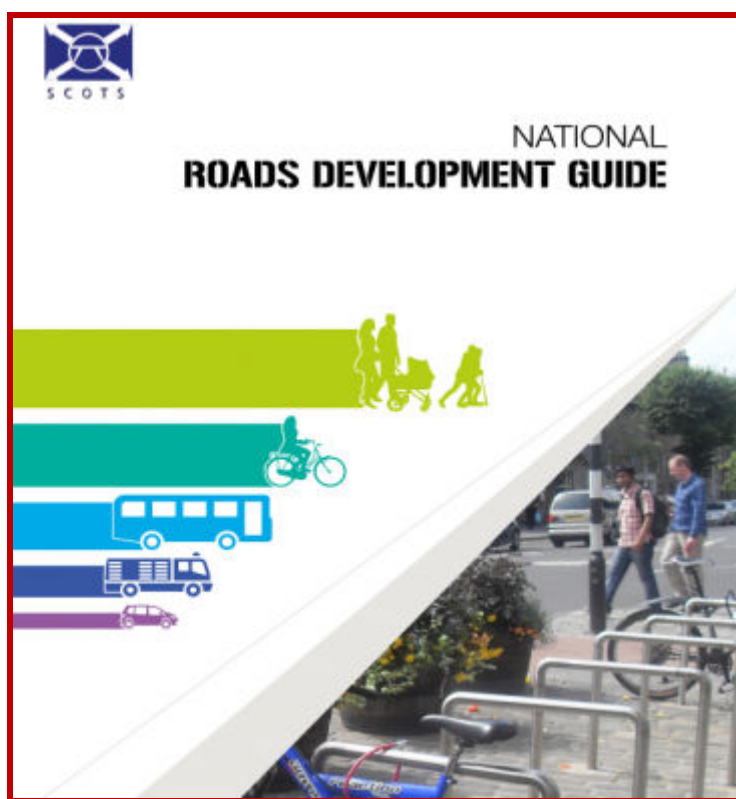
Draft Placemaking Supplementary Guidance (*link to appendix on COINs*)

END



Shetland Islands Council

National Roads Development Guide Variations for Shetland Islands Council Area



List of Local Authority variations to the standard clauses within the National Roads Development Guide for the Shetland Islands Council area.

November 2015

List of NRDG Variations for Shetland Islands Council Area

- 2.1.4 Design Guidance and Adoption Standards *[replace section]*
- 2.2.6 Road and Lane Widths *[replace paragraph 9 only]*
 - (d) Integrated Parking (Page 40 of Designing Streets) *[replace paragraph 3 only]*
- 2.3.3 Housing Courts *[replace section]*
- 2.4 Applying for Construction Consent *[replace whole of section 2.4 with the contents of Shetland Islands Council Roads Service Guide to Construction Consent document]*
- 3.1.1 Junctions
 - (c) Visibility Splay Area *[replace section]*
 - (f) Frontage Access and Parking at Visibility Splays *[replace section]*
 - (h) Forward Visibility - Visibility at Curves *[replace section]*
- 3.1.3 Design Details - Table 3 General Road Geometry *[replace table on page 78]*
 - (d) Gradients and Crossfalls - Junctions *[replace paragraph]*
 - (g) Provision for Public Transport - Designing for Bus Passengers *[replace first paragraph]*
- 3.1.7 Rural Areas
 - (c) Road Widths - Speed Visibility Relationship *[replace tables]*
- 3.2 Transport Assessment *[additional note for developers]*
- 3.4.4 Carriageway Construction
 - (a) Pavements *[insert new second paragraph]*
- 3.4.11 Lighting Design
 - (c) Network Manager *[replace section]*
- 3.5.4 Parking Standards in Urban Areas *[additional paragraph]*
- 3.5.8 Coaches *[replace section]*
- 3.5.9 Provision for Cycle Parking *[add paragraph and table at end of section]*
- 3.5.10 Provision for Powered Two-Wheeler Parking *[replace table on page 140]*
- 3.5.11 Provision for Disabled Parking *[replace section from table to end]*
- 3.5.12 Planning Obligations *[replace section]*
- 3.6.2 Vehicles
 - (a) Parking Bay Size *[replace section]*
- 3.6.4 Residential Parking Design
 - (e) In-Curtilage *[replace section]*
 - (f) Garage Provision and Size *[replace second paragraph onwards]*
 - (i) Stacked or Tandem Parking *[replace section]*
- 3.6.6 Cycle Parking Design *[insert and replace from Paragraph 5 to end of section]*
- 3.7 Parking Standards for Use Classes *[replace section]*

Introduction

The following sections, paragraphs and tables replace or augment the relevant portions of the National Roads Development Guide in respect of developments within the Shetland Islands Council area.

This variation document (November 2015) must be read in conjunction with the relevant version of the National Roads Development Guide (August 2015).

Variations

2.1.4 Design Guidance and Adoption Standards

[replace section]

Construction Consent will only be granted where proposals for the layout and construction of roads, structures, road drainage, lighting and services meet with the guidance detailed in this document and any variations, either general or site specific, permitted by the Local Roads Authority.

Within an urban or developed countryside situation the balanced approach required by the Shetland Local Plan Supplementary Guidance Making Places and contained within Designing Streets must be considered in context and along with this document when determining 'standards' for street structure, layout or detail.

The Shetland Islands Council has no policy requiring a development to be served by a 'road'. However, developers should note that any development constructed without a Roads Construction Consent will therefore be served by a 'private access', which will not be available for adoption as there is no right of public access. The provision of a 'road' or a 'private access' must be clearly indicated at the planning application stage. Developments of less than 3 dwellings will normally be served by a 'private access' unless a right of public access can be demonstrated.

Technical design guidance for private accesses and driveways can be found in the Shetland Islands Council Roads Service Private Access Guidance document.

2.2.6 Road and Lane Widths

[replace paragraph 9 only]

Traffic congestion impacts on the quality of a place and may have quality and safety implications for the wider area. Where traffic assessment figures indicate a traffic volume in excess of 1000 Annual Average Daily Traffic (AADT) then advice is required from the Local Roads Authority regarding minimum road widths. Where cycle lanes are provided, and specifically on strategic or main roads, a minimum allowance (as detailed in LTN 2/08 Cycling Infrastructure Design) should be made to permit safe overtaking.

(d) Integrated Parking (Page 40 of Designing Streets)

[replace paragraph 3 only]

To better accommodate vehicle parking whilst balancing the impact on a place, garage parking may be considered towards the overall allowance providing the garage dimensions permit the effective use of that building/ space for that purpose. Key requirements for a garage space is that a car can easily access the garage and the driver can egress the car comfortably, thereby encouraging the use of the garage for that purpose. In counting a garage space towards the overall parking allowance permitted development rights for the change of use of that building/ space will have to be removed and no allowance can be made for a vehicle parking space in front of the access door as that would create a stacked or tandem parking arrangement. Refer to Parking Standards in Part 3 for more detail.

2.3.3 Housing Courts

[replace section]

Large Housing Courts consisting of a combination of the above elements - that is a mixture of on and off-carriageway parking areas and private driveways – may be considered for adoption by the Roads Authority. The Housing Court must be constructed in accordance with a Construction Consent.

Housing Courts serving less than 20 dwellings will not normally be considered for adoption.

2.4 Applying for Construction Consent

[replace whole of section 2.4 with the contents of Shetland Islands Council Roads Service Guide to Construction Consent document]

3.1.1 Junctions

(c) Visibility Splay Area

[replace section]

Information on stopping sight distances and visibility requirements are detailed in Designing Streets (pages 33 to 35). The following details build on that information and place it in a local context.

Stopping Sight Distance

The stopping sight distance (SSD) is the distance within which drivers need to be able to see ahead and stop from a given speed.

The SSD values below are taken from Designing Streets and are based on the latest research into deceleration rates, driver perception-reaction times, and speed.

These SSD values are appropriate for residential and lightly trafficked streets. They may also be appropriate for some minor rural roads where there is little or no through traffic and existing speeds are low. For main roads and rural roads carrying through traffic, the SSDs given in Tables 8 and 9 will be applicable. Advice on appropriate SSDs should be sought from the Local Roads Authority at an early stage.

It should be noted that shorter SSDs themselves are unlikely to achieve vehicle speeds below 20mph: the design of the whole street environment would need to be considered with this goal in mind from the outset.

| Speed (mph) | 10 | 12 | 15 | 16 | 19 | 20 | 25 | 28 | 30 | 31 |
|--------------|----|----|----|----|----|----|----|----|----|----|
| SSD (metres) | 11 | 14 | 17 | 18 | 23 | 25 | 33 | 39 | 43 | 45 |

Visibility Requirements

Visibility must be checked at junctions and at all points along the street or road. Visibility is measured both horizontally and vertically.

Using plan views of proposed layouts, checks can be made for visibility in the horizontal plane to ensure that views are not obstructed by vertical obstructions such as walls, fences, buildings and other structures or parked vehicles.

Visibility in the vertical plane is carried out to ensure that acceptable views in the horizontal plane are not compromised by obstructions such as the crest of a hill or a dip in the road ahead.

The eye height assumed for checking visibility is 1.05m (for car drivers). Within residential streets and roads where vehicle speeds are at or below 30mph the object height for any obstruction is taken to be a point 600mm above the carriageway surface. On other roads and street the object height is taken to be 150mm above the carriageway surface.

Visibility splays at junctions are measured using an eye height and object height of 1.05m; for inter-visibility between vehicles.

X and Y Distances

An X distance of 2.5m should normally be used in most situations, as this represents a reasonable distance between the front of a car/ road edge and the driver's eye.

In some slow speed/ very low traffic movement situations a minimum X distance of 2.0m may be considered as a relaxation by the local roads authority if there is good justification. However, designers should not that using this value will mean that the front of a vehicle is likely to protrude slightly onto the running carriageway of the major arm and the ability of approaching drivers and cyclists to see this overhang, and to manoeuvre around its safely and without undue difficulty has to be considered.

X distance values greater than 2.5m are generally not required in built-up areas other than for busy junctions. In rural areas advice should be sought from the Local Roads Authority at an early stage.

Obstacles to Visibility

Parking in visibility splays in built-up areas is quite common and in the main it does not appear to cause significant traffic problems. However, in using the shorter Y distances for SSD detailed in Designing Streets is likely to bring cars even closer to junctions and bends. This is likely to have a negative impact on pedestrians who tend to cross at these locations. Therefore, encroachment of parking spaces into visibility splays should be avoided.

(f) Frontage Access and Parking at Visibility Splays

[replace section]

Obstructions to visibility are detailed in Designing Streets (page 35). Encroachment of parking spaces into visibility splays should be avoided, but may be permitted by applying to the Road Authority and outlining the reasons for the relaxation within the Quality Audit.

(h) Forward Visibility

Visibility at Curves

[replace section]

Refer to Table in 3.1.1 (c) for appropriate Stopping Sight Distances.

3.1.3 Design Details

Table 3 General Road Geometry

[replace table on page 78]

| Speed Limit | 30mph | 20mph | 20mph (shared surface) |
|-----------------------|-------|---|------------------------------|
| Design Speed | 37mph | 20mph (85%) | 10mph (85%) |
| Road Gradients | | | |
| Minimum Gradient | 0.8% | 0.8% (0.5% with special drainage provision) | 1.25% (modular surfacing) |
| Maximum Gradient | 10% | 8% | 5% |

| | | | |
|---|----------------------------------|---|---|
| | (8% if HGV% > 5%) | (5% if HGV% > 5%) | |
| Bus Routes | 8% max, 5% at stops | 8% max, 5% at stops | |
| Minimum Vertical Curve Lengths | | | |
| K x algebraic difference in gradients gives minimum vertical curve length | | | Shared Surfaces |
| | K = 13 (sag) | K = 3 (sag & crest) min length = 15m | K = 3 (sag) min length = 15m |
| | K = 17 (crest) | Bus Route K = 6 (sag & crest) min length = 20m | K = 2 (crest) min length = 10m |
| | min length = 20m if HGV% > 5% | | Bus Route K = 6 (sag & crest) min length = 20m |

(d) Gradients and Crossfalls

Junctions

[replace paragraph]

The maximum gradient, rising or falling, on the final approach of a minor road to its junction with another road should be limited to 5 per cent for a minimum distance of at least 6 metres from the edge of the through road. Where expected traffic flows on the minor road are more than 1000 Annual Average Daily Traffic (AADT) then advice is required from the Local Roads Authority regarding the approach gradients.

The initial gradient of the minor road should be no more than 3 per cent different from the crossfall or camber gradient of the through road at the junction centreline.

(g) Provision for Public Transport

Designing for Bus Passengers

[replace first paragraph]

When a new bus stop, or an existing one that will attract additional demand from a development, is expected to be used by more than 20 passengers a day then appropriate shelter facilities should be provided by the developer. Where a real-time information system can be provided, then such facilities should also be considered. **In rural un-lit locations then solar powered lighting should be provided in any new shelter facility.**

3.1.7 Rural Areas

(c) Road Widths

Speed Visibility Relationship

[replace tables]

Table 8 Wet Weather – 85 Percentile Speed

| Major Road Speed (mph) | 75 | 62 | 53 | 44 | 37.5 | 30 |
|------------------------|-----|-----|-----|-----|------|----|
| Y Distance (m) | 295 | 215 | 160 | 120 | 90 | 60 |

Table 9 Speed Limit

| Speed Limit (mph) | 70 | 60 | 50 | 40 | 30 |
|-------------------|-----|-----|-----|-----|----|
| Y Distance (m) | 295 | 215 | 160 | 120 | 90 |

3.2 Transport Assessment

[additional note for developers]

- While vehicle trip generation figures can be obtained from the industry standard TRICS database the Shetland Islands Council Roads Service hold a number of appropriate local trip generation figures that are likely to be more applicable.

3.4.4 Carriageway Construction

(a) Pavements

[insert new second paragraph]

Due to our remote location there is only one supplier in Shetland for bituminous surfacing materials, and the range of materials available as standard is limited. The standard range is listed below.

Scord Quarry – Bituminous Asphalt Supply

- Asphalt Concrete 6mm Dense Surface Course 100/150 or 160/220 pen grade binder

- Asphalt Concrete 10mm Dense Surface Course 100/150 or 160/220 pen grade binder
- Asphalt Concrete 14mm Dense Surface Course 100/150 or 160/220 pen grade binder
- Asphalt Concrete 20mm Dense Binder Course 100/150 or 160/220 pen grade binder
- Asphalt Concrete 28mm Dense Base Course 100/150 or 160/220 pen grade binder
- Med. Temp. Asphalt 55/14 Type C Surface Course 100/150 pen grade binder

3.4.11 Lighting Design

(c) Network Manager

[replace section]

Prior to any street lighting design being carried out the developer must make an application to the Local Roads Authority who will confirm the requirements for the proposed development.

Developers who wish to utilise materials and equipment within a street lighting installation that are not on our standard list of installed apparatus must deposit with the Local Authority a stock equivalent to 15% of the installed non-standard materials within 1 year of the completion of the works.

3.5.4 Parking Standards in Urban Areas

[additional paragraph]

There are no main urban areas in Shetland with adequate public transport and other links and services nearby such that parking standards can be reduced unilaterally. Individual housing developments within central Lerwick however may still be considered on their own merits.

3.5.8 Coaches

[replace section]

Developments likely to generate coach traffic should provide appropriate off-street parking facilities for the stopping, setting down and picking up of passengers as well as appropriate turning facilities.

Coaches will not be permitted to reverse in or out of a site and should only reverse within a site where they are segregated from other vehicle movements and pedestrians.

The onus is on the developer to demonstrate to the Local Authority that the development has an appropriate level of safe and convenient provision.

3.5.9 Provision for Cycle Parking

[add paragraph and table at end of section]

The following levels of cycle parking provision should be considered as a minimum unless good reason can be made for a lesser amount, such as within Lerwick or Scalloway Conservation Areas where there is good access to alternative forms of sustainable transport and existing public cycle parking facilities.

| Cycle Parking Provision | |
|---|--|
| Development Class | Minimum Provision |
| Class 1: Shops | 2 stands + 1 stand per 500 sq.m over 1000 sq.m |
| Class 2: Financial, Professional and Other Services | 2 stands + 1 stand per 1000 sq.m over 1000 sq.m |
| Class 3: Food and Drink | 1 stand + 1 stand per 500 sq.m over 1000 sq.m |
| Class 4: Business | 2 stands + 1 stand per 1000 sq.m over 1000 sq.m |
| Class 5: General Industrial | 2 stands + 1 stand per 2000 sq.m over 1000 sq.m |
| Class 6: Storage or Distribution | 1 stand + 1 stand per 2000 sq.m over 1000 sq.m |
| Class 7: Hotels and Hostels | 1 stand + 1 stand per 25 beds; Camping Bods and Hostels 1 stand + 1 stand per 8 beds |
| Class 8: Residential Institutions | 2 stands + 1 stand per 30 staff; adequate secure storage to be provided for residents |
| Class 9 : Houses | adequate secure storage to be provided for each dwelling unit + 1 stand per 20 car parking spaces for developments with communal parking |
| Class 10 : Non-residential Institutions | 1 stand per 25 car parking spaces; provision at Education Establishments to be justified by Transport Assessment and Travel Plan |
| Class 11 : Assembly and Leisure | 1 stand per 25 car parking spaces |

** One stand provides two cycle parking spaces.*

3.5.10 Provision for Powered Two-Wheeler Parking

[replace table on page 140]

| Powered Two-Wheeler Parking Provision* | |
|---|--|
| Development Class | Minimum Provision |
| Class 1: Shops | 1 per 50 car spaces; minimum of 2 spaces |
| Class 2: Financial, Professional and Other Services | 1 per 50 car spaces; minimum of 1 space |
| Class 3: Food and Drink | 1 per 50 car spaces; minimum of 1 space |
| Class 4: Business | 1 per 50 car spaces; minimum of 2 spaces |
| Class 5: General Industrial | 1 per 50 car spaces; minimum of 1 space |
| Class 6: Storage or Distribution | 1 per 100 car spaces; minimum of 1 space |
| Class 7: Hotels and Hostels | 1 per 50 car spaces; minimum of 1 space |
| Class 8: Residential Institutions | 1 per 100 car spaces; minimum of 2 spaces |
| Class 9 : Houses | 1 space + 1 per 50 car spaces for developments with communal parking |
| Class 10 : Non-residential Institutions | 1 per 50 car spaces; minimum of 2 spaces |
| Class 11 : Assembly and Leisure | 1 per 50 car spaces; minimum of 2 spaces |

* A lower or nil provision may be appropriate in Lerwick or Scalloway Conservation Areas where there is good access to alternative forms of transport and existing public parking facilities.

3.5.11 Provision for Disabled Parking

[replace section from table to end]

| Disabled Parking Provision* | | |
|---|---------------------------|--|
| Car Park Use | Car Park Size | Minimum Provision |
| Employees and visitors to business premises | Small (less than 50 bays) | 1 bay + 4% of total capacity |
| | Medium | 4 bays or 5% of total capacity, whichever is greater |
| | Large (over 200 bays) | 6 bays + 2% of total capacity |
| Shopping, recreation and leisure | Small (less than 50 bays) | 1 bay + 4% of total capacity |
| | Medium | 4 bays or 6% of total capacity, whichever is greater |
| | Large (over 200 bays) | 4 bays + 4% of total capacity |
| Education establishments | | 1 bay or 5% of total capacity, whichever is greater |

* Disabled provision is rounded to nearest whole number and is normally included in the overall vehicle parking provision

If it is known that there will be a disabled employee, then their space should be provided exclusive of either the disabled parking provision outlined in the table above or the overall parking provision for the development.

For certain facilities where a higher proportion of disabled users/ visitors can be expected, for example at medical, health, and care facilities, then a larger number of disabled spaces should be provided. Depending on the levels deemed appropriate this may increase the overall car parking provision requirement for the development.

Provision of disabled parking at the above levels, or any other required by the Local Planning Authority, does not guarantee that the requirements of the Equalities Act 2010 will be met - this is the responsibility of the building occupier or service provider.

3.5.12 Planning Obligations

[replace section]

While S75 developer contributions/ obligations can be used in lieu of providing full parking standards provisions this is only acceptable in sustainable locations with adequate public transport and other links and services nearby. As outlined in paragraph 3.5.4 above there are no suitable locations within Shetland.

3.6.2 Vehicles

(a) Parking Bay Size

[replace section]

| | |
|--|--------------|
| ○ Desirable perpendicular bay size for cars | 5.5m x 2.9m |
| ○ Minimum perpendicular bay size for cars | 5.0m x 2.5m |
| ○ Minimum parallel parking bay length for cars | 6.0m |
| ○ Minimum bay size for vans | 7.5m x 3.5m* |
| ○ Minimum bay size for HGV (articulated) | 17.0m x 3.5m |
| ○ (rigid) | 12.0m x 3.5m |
| ○ Minimum clearance to obstacles around bays | 0.5m |

** to allow for the trend towards longer vans (Ford Transit up to 6403mm, Mercedes Sprinter up to 7345mm)*

Any smaller than the above stated minimum bay size and an occupant might be unable to get in or out of an average sized family car parked between vehicles in the adjacent bays. Consequently, bays smaller than the minimum will not be considered as providing a usable parking space.

Spaces 2.8m or wider provide for better accessibility for occupants, particularly the elderly and infirm or where there are children in car seats. Wider bays should also be considered by default where turn-over of use is expected to be high.

The use of wider bays may allow the access aisle widths to be reduced.

3.6.4 Residential Parking Design

(e) In-Curtilage

[replace section]

Where housing densities are lower, space for car parking can be provided 'off-street' within the curtilage of the individual house plots. With careful positioning of the house and parking this can make car parking provision within a scheme less obvious.

Off-street spaces must be to the desirable minimum size detailed in section 3.6.2 (a) above with at least a 0.5m clearance to any wall, fence, boundary or obstruction.

The parking bay cannot obstruct pedestrian access to the property and must be provided with sufficient access giving due regard to disabled users.

The provision of off-street spaces may reduce the available space for on-street parking and so the maximum length of drop kerb normally permitted to serve an off-street space is 5.0m

On streets and roads carrying traffic flows of more than 3000 AADT, or where 85% vehicle speeds are >30mph, turning provision will be required within the site to avoid vehicles having to reverse on or off the site.

(f) Garage Provision and Size

[replace second paragraph onwards]

While a garage may be counted towards a parking allocation it must be of a suitable size and have good access and egress arrangements to encourage use. The minimum sizes for a functional garage parking space are:

- Minimum Garage Size for Cars 7.0m x 3.0m (clear internal dimension)
- Minimum Clear Access for Cars 2.1m wide x 1.98m height

Garages of the above dimensions and over can be considered as a parking space as they are large enough to accommodate the average sized family car, and provide some storage space for cycles.

However, any change of use will result in less availability of parking and increased demand for on-street parking. For this reason permitted development rights for the change of use of that building/ space will have to be removed.

Also no allowance can be made for a vehicle parking space in front of the access door as that would create a stacked or tandem parking arrangement.

Provision for electric vehicle charging facilities should be provided within a garage space.

(i) Stacked or Tandem Parking

[replace section]

Stacked or tandem parking will not be counted towards a parking allocation, although developers are free to provide such spaces. National studies, and local examples, have shown that their use for actual parking is reduced, often being used instead for storage of other items, and increases demand for on-street parking.

3.6.6 Cycle Parking Design

[insert and replace from Paragraph 5 to end of section]

Sheffield stands, providing 2 cycle spaces per stand, should be considered as the default equipment for installations. While alternative equipment will be considered on merit it should be noted that stands that grip only the front wheel do not provide adequate support or security.

Where children are likely to attend (schools, leisure facilities, etc) an extra horizontal bar at 650mm above ground level, or some reduced size stands, should be considered to support the smaller frames of children's cycles.

More detailed information can be found in the Scottish Government's publication Cycling by Design.

Sustrans, the UK's national cycling organisation, can also provide detailed design guidance and information.

Care should be taken to ensure that the cycle parking does not cause an obstruction to pedestrian or vehicle flows when in use.

3.7 Parking Standards for Use Classes

[replace section]

Car parking is an important criterion in terms of influencing how people travel. The setting of parking standards for new developments is therefore a valuable tool in achieving the Council's Transport Strategy.

While car parking will be an important aspect of any new development, it is equally important that a development also seeks to encourage travel by sustainable modes.

Scottish Planning Policy (SPP) recommends setting maximum parking standards, in order to encourage a modal shift away from the private car. However, it also recognises that where an area is not well served by sustainable modes of travel, such as most areas of Shetland, a less restrictive use of maximum standards is likely to be more appropriate.

Car parking for a development must be located appropriately and as such areas for parking should be considered at an early stage in the development's design process. Parking areas tend not to be successful if remotely located from buildings, especially if vehicle can park elsewhere that is closer.

It is also important that the design and provision of facilities for pedestrians, cyclists and public transport are also carefully considered from the outset so that maximum walking distances are limited.

The parking standards set out in the following tables are generally minimum standards, although for larger sized developments maximum standards are noted. Parking provision at levels less than those noted will not normally be acceptable unless the lower level can be demonstrated to the satisfaction of the Local Authority as acceptable.

It is accepted that new development and re-development of existing and in-fill sites can help maintain or enhance the economic viability of the area. However, it is often the case that parking levels complying with the standards cannot be provided on-site due to a lack of space. This is likely to be the case within the conservation areas of Lerwick and Scalloway. In such situations each development will be assessed on merit.

Where a particular type of development is not clearly indicated in any of the following tables then appropriate parking levels shall be agreed on an individual basis with the Local Authority.

Parking levels for mixed use developments will primarily be assessed based on the respective parts, but as there are likely to be opportunities for cross-usage or sharing of parking provision due to shared car trips or different demand patterns the overall recommendation will be on merit.

Taxi stands or areas for pick-up/ drop-off of passengers may need to be provided for within a development and should be located close to the main entrance to the building. Link routes from these spaces to the main entrance should confirm to the general accessibility needs of disabled persons.

Class 1: Shops

For the retail sale of goods other than hot food; as a post office; for the sale of tickets; as a travel agency; for the sale of cold food for consumption off the premises; hairdressing; funeral direction; for the display of goods; hiring of domestic or personal goods; laundrettes and dry cleaners; or where the sale, display or service is principally to visiting members of the public.

| Class 1 : Shops | | | |
|--|--------------------------------------|--|---|
| Type of Development | Vehicle Spaces (per 100 sq.m GFA) | Operational Requirements | Notes |
| Retail (non food) < 500 sq.m | 4 | Impact of deliveries to site to be assessed. | See Note 1 below. |
| Retail (non food) > 500 < 1000 sq.m | 5 | 1 loading bay for up to 2000 sq.m | See Note 1 below. |
| Retail (non food) >1000 sq.m | 6 | Assessment for additional provision for larger developments. | Transport assessment likely to be required. |
| Retail (food) < 500 sq.m | 6 | 1 loading bay for up to 2000 sq.m | See Note 1 below. |
| Retail (food) > 500 < 1000 sq.m | 8 | Assessment for additional provision for larger developments. | See Note 1 below. |
| Retail (food) >1000 sq.m | 10 | | Transport assessment likely to be required. |
| Shopping Centre <2000 sq.m | 5 | Adequate loading provision to be made by assessment. | See Note 1 below. |
| Shopping Centre >2000 sq.m | 6 | | Transport assessment likely to be required. |
| Retail Park | 3 | Adequate loading provision to be made by assessment. | Transport assessment likely to be required. |
| Motor Trade (sales and spares) | 2 | | Includes indoor and outdoor display areas. Preparation and vehicle storage compounds considered separately. |

| | | | |
|--|---------------------------------|--|--|
| Motor Trade (bodywork and servicing) | 2 per bay + 5 queuing spaces | | |
| Motor Trade (MoT/ tyre/ exhaust centre) | 2 per bay + 3 queuing spaces | | |
| Fuel Filling Station | 1 per 2 staff | Impact of deliveries to site to be assessed. | Any attached shop considered separately. |

1. *A lower or nil provision may be appropriate in Lerwick or Scalloway Conservation Areas where there is good access to alternative forms of transport and existing public parking facilities.*

Class 2: Financial, Professional and Other Services

For the provision of financial, professional or other services that would be appropriate to provide in a shopping area and where the services are provided principally to visiting members of the public.

| Class 2 : Financial, Professional and Other Services | | | |
|--|--------------------------------------|---|-------------------|
| Type of Development | Vehicle Spaces (per 100 sq.m GFA) | Operational Requirements | Notes |
| Banks and Building Societies | 3 | Impact of cash deliveries to site to be assessed. | See Note 1 below. |
| Betting Office | 4 | | See Note 1 below. |
| Other | 5 | | See Note 1 below. |

1. *A lower or nil provision may be appropriate in Lerwick or Scalloway Conservation Areas where there is good access to alternative forms of transport and existing public parking facilities.*

Class 3: Food and Drink

Restaurant, café, snack bar use for sale of food and drink for consumption on the premises.

| Class 3 : Food and Drink | | | |
|--------------------------|--------------------------------------|--|--|
| Type of Development | Vehicle Spaces (per 100 sq.m GFA) | Operational Requirements | Notes |
| Public House | 10 + 1 per 3 staff | Impact of deliveries to site to be assessed. See Note 2 below. | Normally subject to a minimum provision of 10 spaces but see Note 1 below. |
| Restaurant | 10 + 1 per 3 staff | Relaxation may be appropriate for small premises with limited dining space. See Note 2 below. | See Note 1 below. |
| Café, Snack Bar | 1 per 3 seats | See Note 2 below. | See Note 1 below. |

- 1. A lower or nil provision may be appropriate in Lerwick or Scalloway Conservation Areas where there is good access to alternative forms of transport and existing public parking facilities.*
- 2. Adequate provision shall be made for the parking and turning of service vehicles within the site.*

Class 4: Business

Offices, other than for a use within Class 2 (financial, professional and other services); for research and development of product or processes; or any industrial process which can be carried out in a residential area without detriment to the amenity of the area (light industry).

| Class 4 : Business | | | |
|--------------------------|--------------------------------------|---|--|
| Type of Development | Vehicle Spaces (per 100 sq.m GFA) | Operational Requirements | Notes |
| Call Centre | 10 | | For premises >1000 sq.m a transport assessment and travel plan will be required. |
| Offices <2500 sq.m | 7 | Impact of deliveries to site to be assessed. | For premises <500 sq.m see Note 1 below. |
| Offices >2500 sq.m | 5 | Impact of deliveries to site to be assessed. See Note 2 below. | Transport assessment and travel plan will be required. |
| Research and Development | 5 | Impact of deliveries to site to be assessed. See Note 2 below. | |
| Light Industry | 3 | 1 loading bay for up to 1000 sq.m Assessment for additional provision for larger developments. | For premises >2000 sq.m a transport assessment and travel plan will be required. |

- 1. A lower or nil provision may be appropriate in Lerwick or Scalloway Conservation Areas where there is good access to alternative forms of transport and existing public parking facilities.*
- 2. Adequate provision shall be made for the parking and turning of service vehicles within the site.*

Class 5: General Industrial

For carrying out of industrial processes other than one falling within Class 4 (business).

| Class 5 : General Industrial | | | |
|-----------------------------------|--------------------------------------|--|---|
| Type of Development | Vehicle Spaces (per 100 sq.m GFA) | Operational Requirements | Notes |
| Industrial premises <2500 sq.m | 3 | 2 loading bays for up to 2000 sq.m | For premises >2000 sq.m a transport assessment and travel plan will be required. Office and retail spaces assessed separately. |
| Industrial premises >2500 sq.m | 2.5 | Assessment for additional provision for larger developments. | |

Class 6: Storage or Distribution

Use for storage or as a distribution centre; no general public access.

| Class 6 : Storage or Distribution | | | |
|------------------------------------|--------------------------------------|---|---|
| Type of Development | Vehicle Spaces (per 100 sq.m GFA) | Operational Requirements | Notes |
| Warehousing (wholesale trading) | 3 | 0.5 lorry spaces per 100 sq.m GFA subject to minimum of 2 spaces. See Note 1 below. | For premises >2000 sq.m a transport assessment will be required. Office space assessed separately. |
| Warehousing (storage) | 2 | 0.3 lorry spaces per 100 sq.m GFA subject to minimum of 2 spaces. See Note 1 below. | |
| Warehousing (distribution) | 2.5 | 1.5 lorry spaces per 100 sq.m GFA subject to minimum of 2 spaces. See Note 1 below. | |

1. Adequate provision shall be made for the parking and turning of service vehicles within the site.

Class 7: Hotels and Hostels

Use as a hotel, boarding or guest house, or hostel where no significant element of care is provided; other than premises licensed for the sale of alcohol to non-residents.

| Class 7 : Hotels and Hostels | | | |
|------------------------------|---------------------------------------|---|---|
| Type of Development | Vehicle Spaces | Operational Requirements | Notes |
| Hotel | 1 per 2 bed spaces + 1 per 3 staff | Impact of deliveries to site to be assessed. Coach management plan will be required. | Conference and event facilities will be assessed separately. Additional spaces will be required where a public bar or restaurant is provided. See Note 1 below. |
| Board or Guest House | 1 per room | | Additional spaces will be required where a public bar or restaurant is provided. See Note 1 below. |
| Hostel or Camping Böd | 1 per 4 staff + occupants | | See Note 1 below. |

1. A lower or nil provision may be appropriate in Lerwick or Scalloway Conservation Areas where there is good access to alternative forms of transport and existing public parking facilities.

Class 8: Residential Institutions

Use for the provision of residential accommodation and care of people in need of care; as a hospital or nursing home; or as a residential school, college or training centre.

| Class 8 : Residential Institutions | | | |
|--|--|--|--|
| Type of Development | Vehicle Spaces | Operational Requirements | Notes |
| Hospital | 1 per 2 beds + 1 per 2 staff | Provision for Ambulances required. Impact of deliveries to site to be assessed. Pick up/ drop off facilities required. | Transport assessment and travel plan will be required. |
| Care Home (elderly/ nursing) | 1 per 3 beds + 1 per 2 staff + 1 per resident staff | Provision for Ambulances required. Impact of deliveries to site to be assessed. | Retirement developments that are warden assisted but provide independent living are assessed under Class 9 |
| Care Home (children) | | | |
| Treatment Centre (with overnight facilities) | 5 per consulting room + 1 per bed | | |
| Education Establishment (primary/ secondary) | 1 per 10 beds + 1 per 2 staff + 1 per resident staff | Impact of deliveries to site to be assessed. | Impact of non-residential day students to be assessed separately. |
| Education Establishment (further/ higher) | 1 per 5 beds + 1 per 2 staff + 1 per resident staff | | |

Class 9: Houses

Use as a dwelling house or flat, whether or not as a sole or main residence; as a boarding or guest house where no more than 2 bedrooms are used for letting.

| Class 9 : Houses | | | |
|--|---|--|---|
| Type of Development | Vehicle Spaces | Operational Requirements | Notes |
| House (3 bedrooms or less) | 2 | | Transport assessment required for developments of 50 or more dwellings. |
| House (4 or more bedrooms) | 3 | | |
| Flats (up to 2 bedrooms inc. studio apartments) | 1.5 | Reduction of 20% may be applied to parking provision for developments of 10 or more dwellings sharing a communal parking layout. See also Note 1 below. | On-street parking for in-fill developments may need a parking assessment study to be submitted. |
| Flats (3 or more bedrooms) | 2 | | |
| Retirement Developments (warden assisted independent living) | 1.3 per dwelling unit | | |
| Sheltered Housing | 0.8 per dwelling unit + 1 per warden | | |
| Housing Association/ Local Authority Rented (3 or more bedrooms) | 2 | Reduction of 20% may be applied to parking provision for developments of 10 or more dwellings sharing a communal parking layout. Development s within Lerwick may be suitable for a 25% | Transport assessment required for developments of 50 or more dwellings. |
| Housing Association/ Local Authority Rented (2 bedrooms) | 1.5 | | On-street parking for in-fill developments may need a parking assessment study to be submitted. |

| | | | |
|---|---|---|---|
| | | reduction in parking. See also Note 1 below. | |
| Housing Association/ Local Authority Rented (1 bedroom or studio) | 0.7 | | |
| House in Multiple Occupancy | 0.5 per accommodation unit | See also Note 1 below. | On-street parking may need a parking assessment study to be submitted. |
| Student Flats | 1 per 5 students + 1 per 2 staff + 1 per warden | | Relaxation in student spaces may be considered if accommodation is located on campus. |

1. *A lower or nil provision may be appropriate in Lerwick or Scalloway Conservation Areas where there is good access to alternative forms of transport and existing public parking facilities.*

Class 10: Non-Residential Institutions

Use, not including residential use, as a crèche, day nursery or day care centre; for the provision of education; for the display of art or exhibitions (other than for sale or hire); as a museum, public library or reading room; as a public hall or community centre; in connection with public worship or the social or recreational activities of a religious body; or as a treatment facility.

| Class 10 : Non-Residential Institutions | | | |
|--|--|--|--|
| Type of Development | Vehicle Spaces | Operational Requirements | Notes |
| Creche, Nursery and Day Care Centres | 1.2 per staff | At least half the parking provision must be appropriate for use as pick up/ drop off spaces . | |
| Education Establishment (primary school) | 1 per staff + 1 per 10 pupils | Pupil determined spaces must be appropriate for use a pick up/ drop off spaces. | Transport assessment and travel plan will be required. |
| Education Establishment (secondary school) | 1 per staff + 1 per 15 pupils | Adequate provision for school transport and ASN. Impact of deliveries to site to be assessed. | |
| Education Establishment (further/ higher) | 1 per staff + 1 per 10 students | Access to suitable public transport must be considered. | |
| Galleries, Museums, Interpretive Centres and Exhibition spaces | 3 per 100 sq.m GFA + 1 per 2 staff | Impact of deliveries to site to be assessed. Provision for coaches to be considered. | |
| Library | | Provision for library van to be considered. | |
| Public Hall/ Community Centre | 5 to 10 per 100 sq.m GFA depending on facilities and | Provision for coaches to be considered. | |

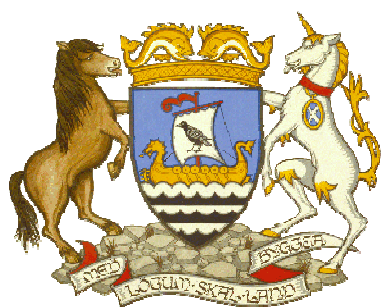
| | | | |
|---|--|-------------------|--|
| | location | | |
| Religious Worship | 5 per 100 sq.m GFA AND/ OR 1 per 4 seats (as appropriate) | See Note 1 below. | |
| Treatment Centre (e.g. chiropractor, dentist) | 5 per consulting room | | |
| Health Centre/ Doctors Surgery | 3 per consulting room + 1 per 2 staff | | |

1. A lower or nil provision may be appropriate in Lerwick or Scalloway Conservation Areas where there is good access to alternative forms of transport and existing public parking facilities.

Class 11: Assembly and Leisure

Use as cinema, theatre, concert or bingo hall; or casino; or dance hall/ discotheque; or recreation/ sports facility not involving motorised vehicles or firearms.

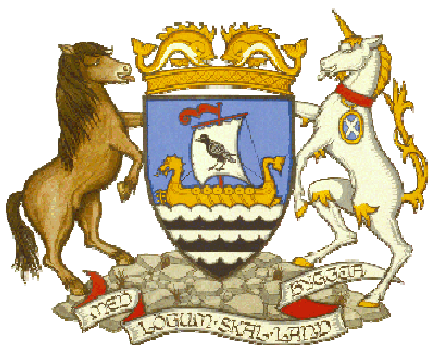
| Class 11 : Assembly and Leisure | | | |
|--|--|---|---|
| Type of Development | Vehicle Spaces | Operational Requirements | Notes |
| Cinema, Theatre, Bingo or Concert Hall | 1 per 5 seats + 1 per 2 staff | | |
| Conference Facilities | 1 per 3 seats + 1 per 2 staff | Provision for coaches to be considered. | Includes facility provided with other use class building. |
| Indoor Sports Centre | 5 per 100 sq.m GFA | | |
| Swimming Pool | 10 per 100 sq.m of pool and associated recreational areas | | |
| Outdoor Sports Facilities | 5 per 100 sq.m of recreational area OR 10 per pitch (whichever is greater) | | |
| Golf Courses and Driving Ranges | 5 spaces + 3 per hole/ lane | | Social activity space considered separately. |
| Dance Hall/ Discotheque | 10 spaces + 1 per 3 staff + 3 for performers | | |
| Other Facilities | On individual merit | | |



Shetland Islands Council

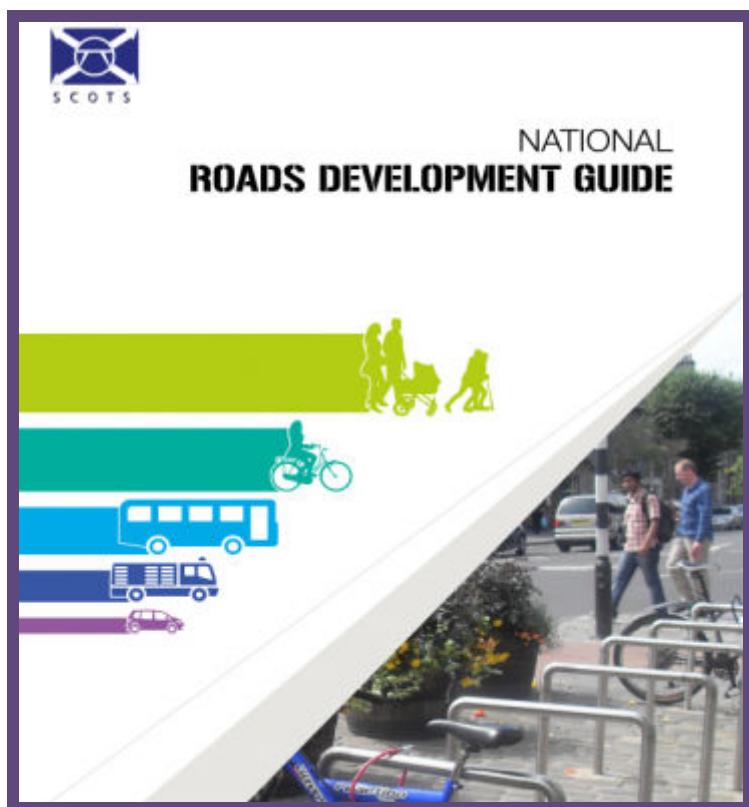
Roads Service
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Shetland Islands Council

Guide to Construction Consent For Development Roads that may be Offered for Adoption



Guidance on the Construction Consent and Road Bond process for development roads that may be offered for adoption onto the list of public roads.

November 2015

Introduction

The following sections, paragraphs and information replaces Section 2.4 of National Roads Development Guide in respect of developments within the Shetland Islands Council area.

This variation document (November 2015) must be read in conjunction with the relevant version of the National Roads Development Guide (August 2015) and the general NRDG Variation document (November 2015) for the Shetland Islands Council area.

For ease of referencing the numbering in this guide has been laid out to mirror that used in the corresponding section of the National Roads Development Guide.

Variation for Shetland Islands Council Area

2.4 Applying for Construction Consent

2.4.1 Responsibility for Design

It is important to recognise that the granting of Construction Consent does not imply that the Local Roads Authority accepts any responsibility for the accuracy and suitability of any element of the design. The Designer's responsibilities under the CDM Regulation 2007 shall remain with the applicants design consultant or agent.

2.4.2 Application Content Details

An application for Construction Consent should be made on Form CC1 , which is available in the Construction Consent Forms annex document.

Completed application forms and **all** supporting documentation should be submitted **at least four months prior to the earliest planned commencement of construction** to allow the Local Roads Authority at least 3 months to process the application.

It is important to note that an application for Construction Consent will only be accepted once all the relevant documentation is submitted and is to a sufficient standard, in the opinion of the Local Roads Authority, to describe all of the construction details sufficiently to permit construction to progress to completion without further information.

Confirmation that a Construction Consent application is acceptable and is being progressed will be confirmed in writing.

Submissions and layouts that clearly do not conform to the guidelines laid out in this document and Designing Streets may be returned for a new application to be submitted following revision.

There is currently no charge for the consideration and issue of Construction Consent.

(a) Submission of Plans and Documents

Applications for Construction Consent should be accompanied by one electronic and three paper copies of each plan and document. An initial submission of one paper copy may be submitted to allow for a preliminary check of the submission.

- a) A location plan, preferably on the Ordnance Survey base, to a scale of 1:1250 or 1:2500, showing the proposed road network and how it relates to existing development and roads.
- b) A layout plan of the carriageways, footways, verges, footpaths, cycle tracks, drainage systems, retaining structures, walls, fences, bridges, and earthworks to a scale of 1:500 (1:200 where shared surfaces are proposed) showing:
 - i) Proposed centre, kerb, heel of footway, and building lines;
 - ii) Curve radii of road and cycle path alignments, and at junctions;
 - iii) Traffic calming measures where proposed;
 - iv) Dimensioned visibility splays at junctions and private accesses;
 - v) Forward visibility splays at bends;
 - vi) Vehicular access points across the footway or verge;
 - vii) Pedestrian crossing points;
 - viii) Location of road gullies and other surface water drainage inlets;
 - ix) Location of all road drainage system and SuDs components and their discharge points (applicants can obtain information on suitable discharge points from Scottish Water);
 - x) Location and type of street lighting columns, lanterns, wall-mounted lighting units, control and supply pillars, cables, and road crossing ducts;
 - xi) Location of all underground services and ancillary apparatus;
 - xii) Full extents of all cut or fill slopes, and landscape area;
 - xiii) Location and reference for road signs, road markings, street name plates, salt/ grit bins, and any other street furniture or apparatus;
 - xiv) Location and height information for all walls and fences;
 - xv) Swept path analysis for appropriate vehicles;
 - xvi) Boundaries of any areas that are intended to be offered for public adoption or communal maintenance;
 - xvii) Identification of the future maintenance responsibilities of the road drainage system by (a) Local Authority, (b) Scottish Water, and (c) the developer;
 - xviii) Identification of the future maintenance responsibilities of roads, footways, verges, footpaths, cycle tracks, service strips, SuDs, green space, and public area;
- c) A longitudinal section along each section of carriageway, footpath and cycle track giving:
 - i) Existing and proposed centreline levels;
 - ii) Vertical and horizontal alignment details;
 - iii) Crossfall/ camber details.

- d) Longitudinal sections for each section of surface, foul, and road drainage with manhole positions and levels identified.
- e) Cross-sections through the proposed road alignment at regular intervals showing:
 - i) Existing ground levels;
 - ii) Proposed ground levels;
 - iii) New construction elements such as kerbs, ditches, swales, filter trenches, retaining walls, and boundary walls/ fences;
 - iv) Nature of the sub-strata to a depth of 1 metre below road formation level or to a rock head where bedrock is less than 1 metre below formation level.
- f) Typical details and sections of each element of the construction.
- g) A Bill of Quantities for the works covered by the Construction Consent prepared to an appropriate industry standard format such as CESSM or MMHW.
- h) A programme for the project and road works indicating a nominal start date that would allow the road works to be complete within 3 years of the consent being granted. This programme should also identify the construction period for any building works that will be served by the road works.
- i) Identification of a specific Specification for the Works. It is not sufficient to merely state that the construction will be to an 'agreed' or 'appropriate' specification.
- j) A Quality Audit should also be included following the template given in Section 3.3 of the National Roads Development Guide. Where appropriate it should include a range of audit and other reports as identified, including a safety audit for the design.
- k) A Factual Ground Investigation Report and corresponding Interpretive Report containing specific recommendations on the design of the proposed road.

(b) Design of Structures

Where the submission includes proposals for road structures (e.g. culverts, retaining walls, bridges, etc.) then this must be highlighted on the Form CC1 under the description of the works. The application will then be subject to the Technical Approval Procedures as outlined in BD2 of the Design Manual for Roads & Bridges.

(c) Docqueting of Plans

It is essential that the plans, drawings, documents and supporting materials submitted with the application are docqueted in the form "THIS IS A PLAN/ DRAWING/ DOCUMENT/ SPECIFICATION REFERRED TO IN THE APPLICATION". The paper copies must be personally signed and dated by the applicant or their agent.

(d) Notification of Owners

Where any person other than the developer owns land that fronts, abuts or is comprehended in the new road(s) or the extension of any existing road(s), for which Construction Consent is to be sought, then the developer will be required to declare these persons on Form CC2 and confirm that all such persons have been notified of the Construction Consent application by the issue of Form CC3 – Notice of Service.

(e) Owner's Objections

Any person to whom a Construction Consent application has been intimated, or should have been intimated, by virtue of being an owner of land fronting, abutting, or comprehending a new road or the extension of an existing road may, within twenty-eight days of the date of intimation, make written representation to the Local Roads Authority. Any such representations will be considered before the Construction Consent is determined.

(f) Hearing of Applicant

Should it be considered by the Local Authority that the application for Construction Consent should be refused or granted subject to special conditions then the applicant may, within twenty-eight days of the date of intimation of such a decision, appeal to the Scottish Ministers.

2.4.3 Construction Period

It will be a standard condition of any Construction Consent that the consented construction works are to be completed by the date specified in the Letter of Consent. This period will not be less than 3 years from the date of the letter.

If, as a result of a change in circumstances during construction, it is demonstrated that the specified period for construction is no longer realistic then the Local Roads Authority may grant an extension subject to any conditions they consider necessary at that time. Depending on the circumstances the Local Roads Authority may require a new application for Construction Consent to be made and/ or a re-evaluation of any bond requirement.

2.4.4 Amendments to Consent

Should a developer, for any reason, wish to depart significantly from the construction specification or layout details for road works for which Construction Consent has been granted then they must submit a new application for Construction Consent. The new application will be subject to a revised Road Bond valuation where applicable.

Major changes are likely to require a revised Planning Permission. The Local Planning Authority should be consulted for advice.

Construction Consent approval may be transferred from one applicant to another at the discretion of the Local Roads Authority.

2.4.5 Recycled Materials

In accordance with national environmental policies, local authorities actively encourage the appropriate use of recycled or alternative material in road construction to minimise the environmental impact arising from the extraction of aggregates.

Recycled materials must be sourced from a licensed recycling facility which has demonstrated to the satisfaction of the Local Roads Authority its ability to produce recycled materials to the required performance standards.

Where such approvals are not available for the use of a particular material, the material may be submitted to the Local Roads Authority along with test certificates and details of the source of supply for consideration. Refer to MCDHW – Series 600, 700, and 800; also WRAP Resource Efficiency in Highways.

2.4.6 Road Lighting, Signing, Street Name Plates, and Salt/ Grit Bins

The developer will be responsible for the provision of all road, footpath and cycle track lighting, signing, street name plates and salt/ grit bins. The developer will also be responsible for any alterations to existing lighting and signage deemed necessary.

2.4.7 Private Signs

It should be noted that it is illegal to erect private signs on street furniture or within the road boundary; for example signs directing people to the development. Approved signs, to the recognised standard, can be erected with the prior approval of the Local Roads Authority.

Private signs on enclosed private ground are likely to require Planning Permission. The Local Planning Authority should be consulted for advice.

2.4.8 Road Bond

Where a developer is required to lodge a Road Bond or deposit, it should be submitted to the Local Road Authority at least 4 weeks prior to any house building operations commencing.

Refer to section 2.3.11 of the National Roads Development Guide and the SCOTS guidance document 'Road Construction Consent and Road Bond process' for more information.

2.4.9 Construction Consent Forms

All of the relevant Construction Consent forms, as detailed below, are available in the Construction Consent Forms annex document.

- CC1 Construction Consent Application (to construct or extend a road)
- CC2 Docquets of Service (list of adjacent landowners notified of application)
- CC3 Notice of Service (for intimation of application to adjacent landowners)
- CC4.1 Notice of Works Start (at least 4 weeks in advance)
- CC4.2 Notice of Works Stage (at least 48 hours notice of notifiable works)
- CC4.3 Notice of Works Completion
- CC5 Application for Release of Bond
- CC6 Application for Adoption Certificate (addition of road(s) etc. to list of public roads)
- DC1 Carriageway Design Certificate
- DC2 Road Lighting Design Certificate
- DC3 Road Lighting Installation Certificate
- CCC Construction Consent Checklist

2.4.10 Non-Standard Materials

Where the developer proposes or is required to use material that, in the opinion of the Local Roads Authority, are non-standard materials for the authority area then the developer must deposit a stock equivalent to 10% of the installed non-standard materials with the Local Authority within 1 year of the completion of the works as notified using Form CC4.3

2.4.11 Failure to Comply

It should be remembered by developers that failure to comply with the procedures given in this document and the National Roads Development Guide may result in the refusal of a Construction Consent application (Form CC1) or an Adoption Certificate application (Form CC6).

Developers are therefore encouraged to liaise with the Local Roads Authority at all stages of a scheme and its construction.

2.4.12 Inspection Procedures during Construction

(a) Commencement

Four weeks' notice must be given to the Local Roads Authority of the start of roadworks using Form CC4.1 together with the names and contact details of responsible persons who may be contacted in connection with the construction works.

(b) Notices during Construction

The developer or his contractor must give the Local Roads Authority at least 48 hours notice (excluding weekends and public holidays) of certain works using form CC4.2. These notifiable works are:

- Completion of formation (prior to being covered);
- Commencement of each pavement layer to the carriageways, footways, footpaths, and cycle tracks;
- Each concrete pour (including blinding) and commencement of steel-fixing where reinforced concrete is being used;
- Striking of formwork;
- Setting out of services and road lighting apparatus;
- Backfilling of cable trenches and drainage systems;
- Testing drainage systems.

It should be noted that these are minimum requirements and that, in certain cases, the developer may be required to notify the Local Roads Authority of additional construction stages, or with greater notice.

Developers should also note that failure to notify the Local Roads Authority can result in covered over work having to be exposed for inspection at the developer's expense. A regular failure to

provide proper notification may lead to work not being inspected and a subsequent application for an Adoption Certificate (Form CC6) may be refused.

(c) Inspection and Testing

During the construction period, irrespective of whether or not it is intended that the road(s) are to be subsequently submitted for public adoption, the Local Roads Authority must be afforded access to the site to ensure that the works are being carried out in conformity with the Construction Consent.

The developer and his contractor should provide every facility to enable representatives of the Local Roads Authority to examine the works being executed and the materials being used, including the supply of material samples. Samples of the various materials proposed to be used should be offered, free of charge, to the Local Roads Authority together with particulars as to the source of supply or manufacture of such materials. At the discretion of the Local Roads Authority, test certificates may be submitted in lieu of samples to indicate the suitability of materials proposed for use.

The Local Roads Authority reserves the right to charge for expenses incurred in inspecting and testing, including any resulting undertakings, arising from the granting of a Construction Consent.

The developer should note that ensuring standards are met is ultimately their responsibility.

(d) Completion of Works and Maintenance Period

On the completion of a development road constructed in accordance with a Construction Consent notice should be given by the developer to the Local Roads Authority using Form CC4.3. Following intimation of the works being complete an inspection will be carried out to confirm that the road is indeed complete and meets the required standards.

Following the inspection a list of any remedial works required to bring the road up to the Local Authority's standards will be prepared.

If there be no identified remedial works then the developer will be notified in writing of the end date of the maintenance period (normally one year after notification by Form CC4.3). On receipt of this notification an application may be made using Form CC5 to release the appropriate amount of any road bond or deposit held in respect of the works.

If any remedial works are identified during the inspection then these will be intimated to the developer in writing and the CC4.3 form will be rejected. When the remedial works have been attended to the developer should submit another CC4.3 form intimating completion of the works.

Following the expiry of the notified maintenance period an application may be made to the Local Roads Authority to have the road(s) added to the list of public roads (adopted). An application using Form CC5 may also be made at this time to release the remaining amount of any road bond or deposit held in respect of the works.

2.4.13 Applying for Adoption of Development Roads

(a) Application for Adoption

Following completion of a development road constructed in accordance with a Construction Consent and the expiry of the notified maintenance period, an application using Form CC6 may be made to the Local Roads Authority by the developer to have the road(s) added to the list of public roads.

(b) Plans, Documents, and Certificates to Accompany Application for Adoption

Prior to, or along with, the application for adoption using Form CC6 the developer should submit in the form of two copies, one paper set and one electronic set, all relevant as-built drawings and plans and construction information including the Safety File as required under the Construction (Design and Management) Regulations 2007.

Similar to above, two copies of Form DC3 and all Electrical Test Certificates together with installation plans of the relevant apparatus should be submitted in respect of any road lighting installations.

The roads, footpaths, cycle tracks and other open areas being offered for adoption should be clearly identified in colour on a specific plan set that also indicates the ownership of the areas that make up the adoption application.

Road drainage being offered for adoption should be shown in colour with a clear indication of where the agreed future maintenance responsibilities lie between the Local Authority, Scottish Water and the developer. A CCTV survey of the road drainage to be adopted by the Local Authority will also be required.

(c) Adoption Inspection

Within a period of twelve months from the date of a competent application for the adoption of a development road using Form CC6, an inspection will be carried out by the Local Roads Authority to ensure that the road has not deteriorated below the standard required for adoption.

If defects or deterioration below an acceptable standard is identified during the adoption inspection the developer will be informed in writing and invited to re-apply for adoption when remedial works have been completed.

2.4.14 Addition to the List of Public Roads

Following a satisfactory adoption inspection the road(s) shall be added to the list of public roads in terms of Sections 16 and 18 of the Roads (Scotland) Act 1984 as appropriate.

2.4.15 Release of the Road Bond

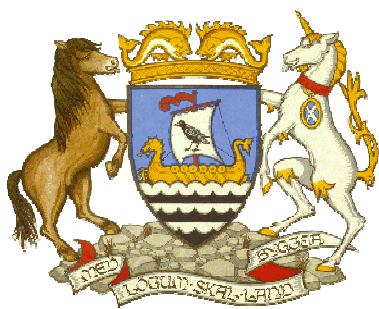
The Local Roads Authority may on request by the Developer using Form CC5 release an appropriate amount of any Road Bond or deposit held in respect of a road or section of road covered by a Construction Consent within the following staged constraints:

Stage 1 - All works to date are in accordance with the Construction Consent and the road is up to binder course (surfacing course where modular block paving is specified), the

Sustainable Urban Drainage system and other drainage infrastructure is complete and functional, all underground services and infrastructure are fully installed and standards of work agreed with the relevant adopting authority, and all kerbing is complete. The amount of bond released at this stage depends on the actual value of works outstanding, but at least 50% will be retained.

Stage 2 - The works are substantially complete such that all items of works as detailed in the Construction Consent are complete and only items such as grass and soft landscaping elements that have annual planting constraints remain to be undertaken. The amount of bond released at this stage depends on the actual value of works outstanding, but the Local Roads Authority must retain a minimum of 10% of the original security until such time as the road has satisfactorily completed its maintenance period or been added to the list of public roads. However, unless there are specific reasons then the bond will be reduced to at least 20% of its initial value .

Stage 3 - Expiry of the notified maintenance period or the addition of the private road to the list of public roads, whichever is the earlier.



Shetland Islands Council

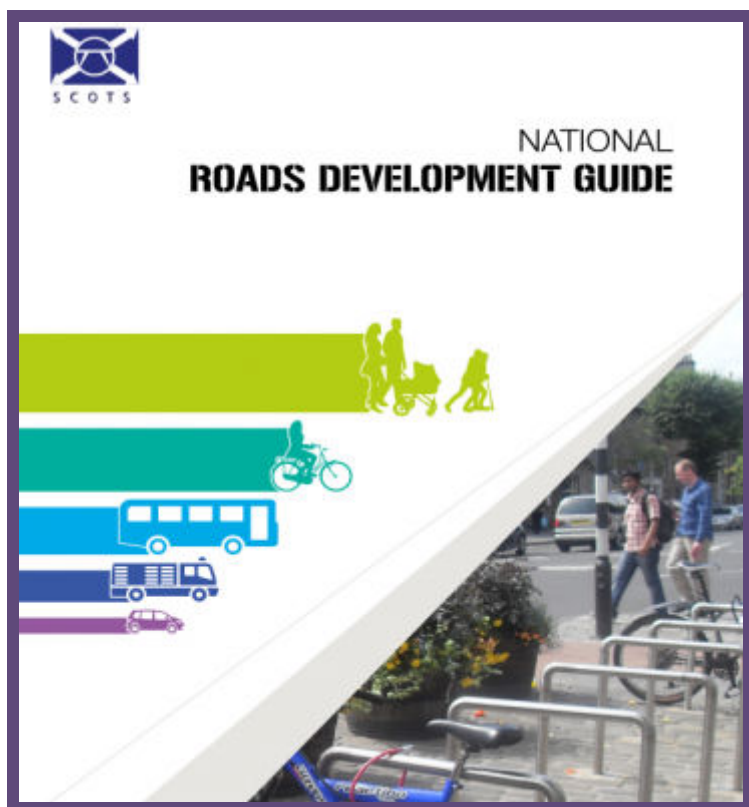
Roads Service
Gremista Depot
Gremista
Lerwick ZE1 0PX

Phone: 01595 744866
Fax: 01595 744869
E-mail: roads@shetland.gov.uk



Shetland Islands Council

Construction Consent Forms For Development Roads that may be Offered for Adoption



**Forms for the Construction Consent and Road
Bond process for development roads that may be
offered for adoption onto the list of public roads.**

November 2015

Introduction

The following forms are used within the Construction Consent process for development roads that may be offered for adoption.

The use of these forms is explained within the associated Shetland Islands Council Roads Service guidance document Guide to Construction Consent (November 2015), which replaces Section 2.4 of National Roads Development Guide (August 2014) in respect of developments within the Shetland Islands Council area.

Index of Construction Consent Forms

- CC1 Construction Consent Application (to construct or extend a road)
- CC2 Docquets of Service (list of adjacent landowners notified of application)
- CC3 Notice of Service (for intimation of application to adjacent landowners)
- CC4-1 Notice of Works Start (at least 4 weeks in advance)
- CC4-2 Notice of Works Stage (at least 48 hours notice of notifiable works)
- CC4-3 Notice of Works Completion
- CC5 Application for Release of Bond
- CC6 Application for Adoption Certificate (addition of road(s) etc. to list of public roads)
- DC1 Carriageway Design Certificate
- DC2 Road Lighting Design Certificate
- DC3 Road Lighting Installation Certificate
- CCC Checklist for Construction Consent Application



Construction Consent Application

CC1

Application for Construction Consent under Section 21 of the Roads (Scotland) Act 1984 to Construct or Extend a Road

This form is to be completed in accordance with the provisions of the SCOTS' National Roads Development Guide and the NRDG Variations for Shetland Islands Council Area by any person wishing to construct or extend a road irrespective of whether or not it is to be subsequently maintained by the Local Roads Authority.

I/ We*

(insert full name(s) and address(es) of the applicant(s))

Apply under Section 21 of the Roads (Scotland) Act 1984 for Construction Consent for the
(state nature of operation, e.g. new construction, extension or upgrading of existing road)

At

(insert address or description of site)

Of which I am/ we are*

(state interest in the land forming the site, e.g. owner, tenant, developer)

All in conformity with the plans, drawings, documents and specifications submitted herewith and docqueted and signed as relative hereto.

I/ We* hereby declare that no other party has/ the attached Form CC2 details all other parties having* an interest in the land fronting, abutting, or comprehended in the new road or the extension of the existing road.

Signed

(Applicant(s))

Date

(delete as appropriate)*

| For Office Use Only | |
|---------------------|--|
| RCC Reference No. | |
| Date RCC Approved | |



Docquets of Service **CC2**

List of Landowners Notified of an Application for Construction Consent under Section 21 of the Roads (Scotland) Act 1984 to Construct or Extend a Road

This form should list the names and addresses of each owner of land or heritages that fronts, abuts, or will be comprehended in the proposed new road or an extension of an existing road for which Construction Consent has been applied for.

I/ We*
(insert full name(s))

Hereby certify that a notice of the lodging of an application for Construction Consent, made under Section 21 of the Roads (Scotland) Act 1984, has been served on the persons listed below, being the owners of all land or heritages fronting, abutting, or comprehended in the proposed new road or the extension of an existing road, and further certify that such notice contained an intimation that the relevant particulars could be examined at the offices of the Local Roads Authority located at

Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

We further certify that the notice intimated that any objections to the application should be lodged with the Local Roads Authority within 28 days of the date of the notice.

Signed
(Applicant(s))

Date

(* delete as appropriate)

List of Owners Referred to

Name

Address

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |



Notice of Service **CC3**

Notice of Service on an Owner of Land or Heritages of an Application for Construction Consent under Section 21 of the Roads (Scotland) Act 1984 to Construct or Extend a Road

This form should be used to formally notify the owners of all land or heritages that front, abut, or will be comprehended in a proposed new road or the extension of an existing road for which Construction Consent has been applied for.

I/ We*
(insert full name(s))

Hereby give notice that an application under Section 21 of the Roads (Scotland) Act 1984 for Construction Consent for the
(state nature of operation, e.g. new construction, extension or upgrading of existing road)

At
(insert address or description of site)

If you wish to view the relevant particulars of this application you may do so at the offices of the Local Roads Authority located at

Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

If you wish to make any representations regarding, or objections to, the application you should do so in writing to the Local Roads Authority as noted above no later than
(insert last date for representations or objections)

Such date being no earlier than 28 days following the date on which this notice was served.

Signed
(Applicant(s))

Date

(* delete as appropriate)



Notice of Works Start

CC4.1

Notice of the Planned Start of Works that are the subject of Consent issued under Section 21 of the Roads (Scotland) Act 1984

This form should be used to formally notify the Local Roads Authority that works relating a proposed new road or the extension of an existing road for which Construction Consent has been granted are planned to start.

I/ We*

*(insert full name of holder(s) of Construction Consent, * delete as appropriate)*

Hereby give notice that works associated with the proposed new road or the extension of an existing road as granted Construction Consent under Section 21 of the Roads (Scotland) Act 1984, referenced and dated

(state reference number and date of Construction Consent)

At

(insert address or description of site)

Are planned to start on or after

(insert date of earliest planned works)

Such date being no earlier than 4 weeks following the date on which this notice was served.

The following responsible person(s) may be contacted in regards to these works

Name

Contact Details

Signed

(Consent Holder(s))

Date



Notice of Works Stage

CC4.2

Notice of the Planned Start of a Notifiable Works Stage for a Consent issued under Section 21 of the Roads (Scotland) Act 1984

This form should be used to formally notify the Local Roads Authority that certain notifiable works relating a proposed new road or the extension of an existing road for which Construction Consent has been granted are planned to start.

To: Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

I

(insert name of responsible person making notice)

Hereby give notice that the following works
(state description of the works)

Being notifiable works associated with the proposed new road or the extension of an existing road as granted Construction Consent under Section 21 of the Roads (Scotland) Act 1984, referenced and dated
(state reference number and date of Construction Consent)

At
(insert address or description of site)

Are planned to start on or after
(insert date of earliest planned works)

Such date being no earlier than 48 hours (excluding weekends and public holidays) following the date on which this notice was served.

Signed
(Responsible Person)

Date



Notice of Works Completion

CC4.3

Notice of the Completion of Works relating to a Consent issued under Section 21 of the Roads (Scotland) Act 1984

This form should be used to formally notify the Local Roads Authority that the works relating to a proposed new road or the extension of an existing road for which Construction Consent has been granted have been completed.

To: Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

I

(insert name of responsible person making notice)

Hereby give notice that the works associated with the proposed new road or the extension of an existing road as granted Construction Consent under Section 21 of the Roads (Scotland) Act 1984, referenced and dated
(state reference number and date of Construction Consent)

At

(insert address or description of site)

Have been completed in accordance with the relevant particulars of the consent and are ready for inspection.

Signed

(Responsible Person)

Date

| For Office Use Only | |
|--|--|
| Inspection Date | |
| Inspecting Engineer | |
| Certified as Complete <i>(signature)</i> | |



Application for Release of Bond

CC5

Application for the release of money held as a Bond in respect of a Construction Consent issued under Section 21 of the Roads (Scotland) Act 1984

This form should be used to request the release of bond monies held as a security or deposit by the Local Roads Authority in respect of works relating a proposed new road or the extension of an existing road for which Construction Consent has been granted.

To: Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

I
(insert name of applicant(s))

Hereby give notice that the works associated with the proposed new road or the extension of an existing road as granted Construction Consent under Section 21 of the Roads (Scotland) Act 1984, referenced and dated
(state reference number and date of Construction Consent)

At
(insert address or description of site)

Have been completed to the following stage and hereby request an appropriate reduction in the bond held in respect of the works. Please refer to notes overleaf regarding relevant stage.
(state relevant stage)

Detail of the Bond Provider (Guarantor)

Name

Contact Details

Form continued over...

- Stage 1** - All works to date are in accordance with the Construction Consent and the road is up to binder course (surfacing course where modular block paving is specified), the Sustainable Urban Drainage system and other drainage infrastructure is complete and functional, all underground services and infrastructure are fully installed and standards of work agreed with the relevant adopting authority, and all kerbing is complete. A CCTV survey of the surface water drainage system to be adopted by the Local Roads Authority is available. The bond may be reduced to no less than 50% of its initial value.
- Stage 2** - The works are substantially complete such that all items of works as detailed in the Construction Consent are complete and only items such as grass and soft landscaping elements that have annual planting constraints remain to be undertaken. The bond may be reduced to no less than 10% of its initial value.
- Stage 3** - Expiry of the notified maintenance period or the addition of the private road to the list of public roads, whichever is the earlier. The remainder of the bond is to be released.

I/ We* confirm that the information given on this form is correct.

Signed
(Applicant(s))

Date

(* delete as appropriate)

| For Office Use Only | |
|--------------------------------------|--|
| Inspection Date | |
| Inspecting Engineer | |
| Certified as Stage (1,2 or 3) | |
| Bond Amount to be released (£ and %) | |
| Approved Signature | |



Application for Adoption Certificate

CC6

Application by a Developer to have Roads(s)/ Footpath(s) added to the List of Public Roads under Section 16(2)/ 18(1) of the Roads (Scotland) Act 1984

This form should be used by a developer to request that the Local Roads Authority add completed roads and footpath, for which Construction Consent has been granted, to the list of Public Roads (to be adopted).

To: Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

I/ We*

(insert full name(s) and address(es) of applicant(s))

Apply under Section 16(2) of the Roads (Scotland) Act 1984 to have the road(s) detailed in Schedule A Part 1, as annexed, added to the Local Road Authorities List of Public Roads.

and/or

Apply under Section 18(1) of the Roads (Scotland) Act 1984 to have the footpath(s) detailed in Schedule A Part 2, as annexed, added to the Local Road Authorities List of Public Roads.

I/ We* hereby confirm that the works associated with the road(s) and footpath(s) detailed in Schedule A were completed in accordance with the Construction Consent granted under Section 21 of the Roads (Scotland) Act 1984, referenced and dated
(state reference number and date of Construction Consent)

Signed
(Applicant(s))

Date

(delete as appropriate)*

| For Office Use Only | |
|------------------------------------|--|
| Final Inspection Date | |
| Inspecting Engineer | |
| Certified for Adoption | |
| Road Reference/ Date Added to List | |

Schedule A to Form CC6

Part 1

| Road Description (<i>this may be done by reference to a plan</i>) | Length (m) |
|---|------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Part 2

| Footpath Description (<i>this may be done by reference to a plan</i>) | Length (m) |
|---|------------|
| | |
| | |
| | |
| | |
| | |



Carriageway Design Certificate

DC1

This form should be completed by the designer and submitted to the Local Roads Authority as part of the Construction Consent application. Multiple forms may be submitted for larger projects.

Project _____

Description of Road _____

Location Details _____

| Soils Data | | | |
|--------------------|--|-----------------|------|
| CBR % | | Chainage Limits | to |
| Source Document(s) | | | Date |
| Foundation Class | | | |

| Traffic Data | | | | |
|--------------------|--|-----------------|--|--------------|
| ADT | | At Opening Year | | % Commercial |
| Source Document(s) | | | | Date |
| Site Category | | | | |

| Design Parameters | | | | | |
|-----------------------|--|---------------------|--|------------------|--|
| 1 way AADF Commercial | | Initial | | Final | |
| Life in years(n) | | Damage factor (n/2) | | MSA (cum. total) | |
| Technical Reference | | | | | |

Road Construction Detail _____

| | | | |
|-------------|-------|------|-------|
| Designed by | _____ | Date | _____ |
| Checked by | _____ | Date | _____ |



Road Lighting Design Certificate

DC2

This form should be completed by the designer and submitted to the Local Roads Authority as part of the Construction Consent application. Multiple forms may be submitted for larger projects.

Project _____

Description of Road _____

Location Details _____

| Drawing Reference(s) |
|----------------------|
| |

| Lighting Design | | | | |
|---------------------|---------------|---------------|---------------|---------------|
| | Calculation 1 | Calculation 2 | Calculation 3 | Calculation 4 |
| Designed to BS 5489 | | | | |
| Lighting category | | | | |
| Column numbers | <i>to</i> | <i>to</i> | <i>to</i> | <i>to</i> |
| Column arrangement | | | | |
| Mounting height | <i>m</i> | <i>m</i> | <i>m</i> | <i>m</i> |
| Lantern overhang | <i>m</i> | <i>m</i> | <i>m</i> | <i>m</i> |
| Effective width | <i>m</i> | <i>m</i> | <i>m</i> | <i>m</i> |
| Lantern type | | | | |
| Lamp type | | | | |
| Lamp wattage | | | | |
| Lamp design lumens | <i>KLm</i> | <i>KLm</i> | <i>KLm</i> | <i>KLm</i> |
| Maintenance factor | | | | |

| Design Results | | | | |
|----------------------------|---------------|---------------|---------------|---------------|
| | Calculation 1 | Calculation 2 | Calculation 3 | Calculation 4 |
| Software used | | | | |
| Calculated <i>Eav/ Lav</i> | | | | |
| Calculated <i>Emin</i> | <i>lux</i> | <i>lux</i> | <i>lux</i> | <i>lux</i> |
| Calculated <i>OU</i> | | | | |
| Calculated <i>UL</i> | | | | |
| Calculated <i>TI</i> | | | | |
| Surround Ration | | | | |

| Circuit Design | | | | |
|--------------------------------|-------------|-------------|-------------|-------------|
| | Circuit 1 | Circuit 2 | Circuit 3 | Circuit 4 |
| Column numbers | | | | |
| Cable type | | | | |
| Cable size | | | | |
| Over-current protective device | <i>A</i> | <i>A</i> | <i>A</i> | <i>A</i> |
| Total load (steady state) | <i>A</i> | <i>A</i> | <i>A</i> | <i>A</i> |
| Total load (in rush) | <i>A</i> | <i>A</i> | <i>A</i> | <i>A</i> |
| Volt drop at end of circuit | <i>V</i> | <i>V</i> | <i>V</i> | <i>V</i> |
| Disconnection time | <i>Secs</i> | <i>Secs</i> | <i>Secs</i> | <i>Secs</i> |
| <i>PSCC</i> at end of circuit | <i>A</i> | <i>A</i> | <i>A</i> | <i>A</i> |
| <i>ELI</i> at end of circuit | <i>W</i> | <i>W</i> | <i>W</i> | <i>W</i> |

| Supply Details | | | | | |
|-----------------------|------------|---------------------------|----------|--------------------|-----------|
| Total Power | <i>Kw</i> | Overall Protective Device | | Rating | <i>A</i> |
| Main Isolator BS | | Isolator Type | | Isolator Rating | <i>A</i> |
| Contactor/ Relay Type | | Contactor rating | <i>A</i> | Number of Poles | |
| PEC | <i>Lux</i> | PEC Type | | Ratio (on/ off) | <i>to</i> |
| Power Supply | | Number of Phases | | Method of Earthing | |

I, being the person responsible (as indicated by my signature below) for the design of the Lighting Electrical Installation, the particulars of which are described on pages 23 and 24, certify that the said work for which I have been responsible is to the best of my knowledge and belief in accordance with the current Code of Practice for Street Lighting BS 5489, the Local Roads Authority specification for the installation of street lighting, and the Regulations for Electrical Installation 16th Edition as published by the Institute of Electrical Engineers except for departures, if any, stated in this certificate.

The extent of liability of the signatory is limited to the work described above as subject to this certificate.

Name of Designer _____ **Position** _____

Company _____

Address _____

On behalf of (client) _____

Signed _____ **Date** _____



Road Lighting Installation Certificate

DC3

This form should be completed by the installer and submitted to the Local Roads Authority as part of the Application for Adoption using Form CC6. Multiple forms may be submitted for larger projects with more than one road lighting scheme.

Project _____

Description of Road _____

Location Details _____

| Drawing Reference(s) for 'As Built' |
|-------------------------------------|
| |

Variations from the design layout or specification given in Form DC2 are to be clearly highlighted on the 'as built' drawings and detailed in a companion document.

| Details of Installation | |
|---|--|
| Column Manufacturer/ Cat. No. | |
| Column Mounting Height | |
| Lantern Manufacturer/ Cat. No. | |
| Lantern Wattage | |
| Control Gear Manufacturer/ Cat. No. | |
| Control Gear Wattage | |
| Cut Out Manufacturer/ Cat. No. | |
| HRC/ MCB Rating | |
| Lamp Manufacturer/ Cat. No. | |
| Ducting Manufacturer/ Cat. No. | |
| Cable Type/ Diameter | |
| Switchbox Manufacturer/ Cat. No. | |
| Distribution Board Manufacturer/ Cat. No. | |
| Contactor/ Relay Manufacturer/ Cat. No. | |

| Details of Installation (continued) | | |
|-------------------------------------|--|--|
| Contact/ Relay Rating | | |
| PEC Manufacturer/ Cat. No. | | |
| Lux on & Ratio on/off | | |

I, being the person responsible (as indicated by my signature below) for the construction of the Lighting Electrical Installation, the particulars of which are described on pages 26 and 27, certify that the said work for which I have been responsible is to the best of my knowledge and belief in accordance with the current Code of Practice for Street Lighting BS 5489, the Local Roads Authority specification for the installation of street lighting, and the Regulations for Electrical Installation 16th Edition as published by the Institute of Electrical Engineers except for departures, if any, stated in this certificate.

The extent of liability of the signatory is limited to the work described above as subject to this certificate.

Name of Installer _____ Position _____

Company _____

Address _____

On behalf of (client) _____

Signed _____ Date _____

| For Office Use Only | |
|------------------------|--|
| Inspection Date | |
| Inspecting Engineer | |
| Certified for Adoption | |



Construction Consent Checklist

CCC

To be included with any Construction Consent Application

This form should be used by a developer to help ensure that all of the information normally required to form a competent Construction Consent Application has been considered and included where relevant.

Applicant

(insert name(s))

Development

(insert address or description of site)

| Required Application Forms , Certificates and Reports | | n/a | yes | no |
|---|---|-----|-----|----|
| CC1 | Application completed fully? | | | |
| | Signed by Applicant , not agent? | | | |
| CC2 | Land ownership details completed fully? | | | |
| | Signed by Applicant , not agent? | | | |
| | Plan of land ownership(s) appended? | | | |
| DC1 | Carriageway Design Cert. completed fully? | | | |
| DC2 | Road Lighting Design Cert. completed fully? | | | |
| QAS | Quality Audit Summary Report included? | | | |
| Safety Audit Report | Stage 1 | | | |
| | Stage 2 | | | |
| | Stage 3 | | | |
| Ground Investigation | Factual report included? | | | |
| | Interpretive report included? | | | |

| Structures | | n/a | yes | no |
|--------------------------|---|-----|-----|----|
| Any structures involved? | | | | |
| | Design certificate reference(s) | | | |
| | Check certificate reference(s) | | | |
| | Cert.(s) docqueted, signed, dated and included? | | | |

| Layout Plan(s) | | n/a | yes | no |
|---|--|-----|-----|----|
| Location plan at 1:1250 or 1:2500 included? | | | | |
| Proposed areas for prospective adoption clearly identified? | | | | |
| Layout detail at 1:500 (shared surface areas at 1:200)? | | | | |
| Centre, kerb, plot, and building lines shown? | | | | |
| All curve radii annotated? | | | | |
| All corner radii annotated? | | | | |
| All road widths annotated? | | | | |
| Is curve widening required and annotated? | | | | |

| Layout Plan(s) continued | n/a | yes | no |
|--|------------|------------|-----------|
| Turning areas dimensioned? | | | |
| Full setting-out information provided? | | | |
| Shared surface transitions dimensioned? | | | |
| Drop kerbs for vehicle access(es) shown? | | | |
| Drop kerbs for pedestrian routes/ crossings shown? | | | |
| Provision for cycles shown and dimensioned? | | | |
| Provision for buses shown? | | | |
| Traffic calming shown? | | | |
| Swept path analysis shown? | | | |
| Signage indicated and annotated? | | | |
| Street furniture indicated and annotated? | | | |
| Road and area lighting shown and annotated? | | | |
| Lining and surface marking indicated and annotated? | | | |
| Visibility splays (access, junction and bend) shown and annotated? | | | |
| Cut and fill extents shown? | | | |
| Location of walls and fences shown and heights/ construction annotated? | | | |
| Footway/ footpaths shown and dimensioned? | | | |
| Parking bays correctly located (outwith visibility splays, well related, etc)? | | | |
| Parking bays dimensioned? | | | |
| Vehicle access (inc. driveways) gradients OK (not >5% for 6m)? | | | |
| Vehicle access (inc. driveways) approach width and angle OK? | | | |
| Areas of different carriageway construction identified and annotated? | | | |
| Road, surface and foul drainage systems shown and annotated? | | | |
| Future maintenance responsibilities for drainage systems shown? | | | |
| Location of services shown and annotated? | | | |

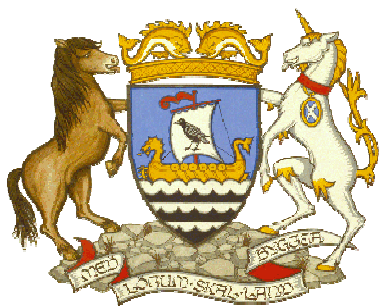
| Carriageway/ Footway/ Cycleway Long Sections | n/a | yes | no |
|--|------------|------------|-----------|
| Vertical alignment details shown with gradients and K-values? | | | |
| Horizontal alignment details shown with curve data? | | | |
| Camber and cross-fall details shown? | | | |
| Regular and key-point chainages shown? | | | |
| Existing and proposed centreline levels shown for all chainages? | | | |
| Sub-strata detailed to at least 1.0m below formation level? | | | |

| Drainage Long Sections | n/a | yes | no |
|--|------------|------------|-----------|
| Manhole positions shown and annotated? | | | |
| Pipe runs shown with gradient details? | | | |
| Regular and key-point chainages shown? | | | |
| Existing and proposed levels shown for all chainages? | | | |
| Sub-strata detailed to at least 0.5m below excavation level? | | | |

| Drainage Design | n/a | yes | no |
|--|------------|------------|-----------|
| Gullies and channels at low points? | | | |
| Gullies at correct spacing? | | | |
| Gullies at or before kerb TP not mid-radius? | | | |
| Gullies at traffic calming and properly located? | | | |
| Drainage provision for areas likely to drain onto roads shown? | | | |
| Surface water flow from private accesses and driveways considered? | | | |

| Typical Sections and Details | n/a | yes | no |
|--|-----|-----|----|
| Carriageway construction shown and annotated? | | | |
| Footway construction shown and annotated? | | | |
| Footpath construction shown and annotated? | | | |
| Cycleway construction shown and annotated? | | | |
| Verge construction shown and annotated? | | | |
| Kerbing details shown and annotated? | | | |
| Services strip section shown and annotated? | | | |
| Gully details shown and annotated? | | | |
| Manhole details shown and annotated? | | | |
| Headwall details shown and annotated? | | | |
| Drainage details shown and annotated? | | | |
| Details for signs and street furniture supplied? | | | |

| Other Information | n/a | yes | no |
|---|-----|-----|----|
| Bill of Quantities supplied? | | | |
| Construction programme supplied | | | |
| Specification for the works clearly identified? | | | |



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**Environment and Transport Committee****20th January 2015****Exceptions from Contract Standing Orders including Emergency Work on Ferries****ISD-02-16-F****Director Infrastructure Services****Infrastructure Services Department****1.0 Summary**

- 1.1 This report requests that the Environment and Transport Committee note the works carried out under exception to the Council's Contract Standing Orders by Ferries Service in the last Committee Cycle.

2.0 Decision Required

- 2.1 That the Environment & Transport Committee NOTE the exceptions applied.

3.0 Detail

- 3.1 The Council's Contract Standing Orders require competitive tendering where the estimated value of goods, works and services is in excess of £10,000. Where the estimated cost is equal to or greater than £50,000, appropriate advertising would apply in accordance with the Contract Standing Orders.
- 3.2 The Council's Standing Orders provide a number of exceptions. In this Committee cycle it has been necessary to take advantage of the exceptions noted at Part 1, Paragraphs 2 (iii), Emergencies, and (iv), repairs and supplies for existing proprietary machinery/plant. All instances of exceptions arising must be reported to the relevant Service Committee within six months of the exception occurring.

**Repairs to and Supplies for existing proprietary machinery/plant.
Exception 2(iv).**Dagalien

- 3.3 The m.v "Dagalien" developed a radar system fault on 5th October 2015 leaving it able to work with only limited functionality. The fault required repair work by Kelvin Hughes which cost £4894. There was no other service provider to rectify the fault due to the proprietary nature of the work.

Linga

- 3.4 The m.v “Linga” developed a hard disk fault with one of the engine monitoring, control and alarm computers. Rolls Royce who supplied the system indicated that all the computers required replacing. This was specialist equipment which could only be replaced by the Manufacturer. The cost for the replacement computers were £16,465.

All Vessels

- 3.5 Part 1, Paragraph 2 (iii) provides an exception where: “The demand is for the execution of work or the supply of goods, materials or services, certified by the relevant Service Director as being required as an emergency measure so as not to permit the invitation of tenders. “Emergency” means only an event which could not reasonably have been foreseen.”

Emergency Works. Exception 2(iii).

- 3.6 The m.v “Linga” aft starboard capstan required emergency repair on 30th June 2015. The capstan is required to securely and safely tie up at nights. The remedial works cost £3126.
- 3.7 The m.v “Bigga” experienced problems with its gearbox in October 2015 which resulted in the need for inspection. This occurred at the time the vessel was coming out of service for annual refit. Work was instructed immediately to prevent any disruption to service by tendering the work. The lifting of the gearbox for inspection cost £8531.
- 3.8 In October 2015 m.v “Bigga” required to come out of the water for emergency repairs, due to oil leaking from the stern shaft seals. The nearest available shipyard was Fraserburgh Ship-lift which cost £3619. J S Pirie & Co provided the engineering work to remedy the fault at a cost of £9045.
- 3.9 The Director of Infrastructure Services authorised the emergency works on these vessels immediately.

4.0 Implications

Strategic

- 4.1 Delivery On Corporate Priorities – Connection and Access is a key priority in Our Plan and the issues in this report support the outcome: There will be transport arrangements in place that meet people’s needs and that we can afford to maintain in the medium term.
- 4.2 Community /Stakeholder Issues – Communities need their lifeline ferry services, any disruption to service will be challenging so emergency repairs must be instructed immediately without requiring tendering to return the vessel to service quickly.
- 4.3 Policy And/Or Delegated Authority – In accordance with Section 2.3.1 of the Council’s Scheme of Delegations the Environment and Transport Committee has responsibility for Ferry Services. The Council’s Contract Standing Orders apply to all Council service departments.

Contract Standing Orders Part 1 require the reporting of exceptions to the relevant Service Committee within six months of the exception occurring.

- 4.4 Risk Management – There is a risk to the economical and social well being of the island communities if ferries cannot be returned to service as quickly as possible following technical problems.
- 4.5 Equalities, Health and Human Rights – There are no Equality, Health or Human Rights implications.
- 4.6 Environmental – There are no Environmental implications.

Resources

4.7 Financial

The cost of the specialist and emergency works described above total £45,680 which has been met from underspends within the Ferry Service, mainly from a reduction in fuel costs due to lower fuel price.

4.8 Legal

The Council must comply with EU Procurement Regulations and Council Contract Standing Orders.

4.9 Human Resources

The only Human Resources implications are the resource required to ensure compliance and the capacity of engineering staff to respond in such emergencies. There is an intention to develop framework agreements with all specialist suppliers to remove the need to apply the exception from Standing Orders. The capacity of the Service to achieve that is limited due to the pressure of tendering dry-docking, planned maintenance and responding to emergency works.

4.10 Assets & Property

N/A

5 Conclusions

- 5.1 Contract Standing Orders contain exceptions to the general rule that procurements go through a tendering process. This allows the Council's services to continue as best they can without interruption or with as little interruption as possible in the circumstances. The Ferry Service provides an essential link between the islands and a reliable service is vital.

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16 January 2016

END