

Transportation Development Planning Good Practice Guide



SURREY

Summary

This guide is intended to provide information about one of the services that the County Council provides to Surrey's community, including other local authorities, elected members, the public, developers and the businesses.

The guide describes how Surrey County Council (the council) considers highways and transportation matters for development proposals in Surrey. The guide introduction outlines the national, county and local policy objectives, which shape how the council considers road transport matters associated with development proposals.

Transport Development Planning (TDP) is the service that reviews development proposals in Surrey against policy objectives. TDP is part of the Planning & Development Service, which is in turn part of the Environment and Infrastructure directorate. To ensure that the council gives a quality service to developers, planning authorities and the general public, this document includes points that TDP have adopted as good practice guidance.

The guide is split into the following three subject areas, representing TDP's main work areas:

- preplanning enquiries and planning applications,
- planning and highway agreements, and
- vehicle operator's licences.

The sections below briefly describe and summarise each of these subject areas.

Preplanning Enquiries & Planning Applications

Local planning authorities consult the council on planning applications about road transport matters. The council has a duty to respond to these consultations.

TDP checks preplanning enquiries and planning proposals against the following criteria:

- compliance with national, county and local transport policy,
- its compatibility with road transport infrastructure,
- limiting of unacceptable road transport impacts,
- the need for any developer led improvements,
- the adequacy of parking arrangements,
- promoting sustainable travel,
- highway safety,
- any highway encroachment is likely,
- if any road improvement lines are affected,
- equality & diversity matters.

Officers will also consider public objections to development proposals. However it is important to note that the council's transport response does not cover other planning matters, such as impact on residential amenity or the impact of traffic on the character of an area. These matters are beyond the council's remit as the local highway authority responding to consultations on planning applications.

Once officers have checked an application they respond to the local planning authority. If invited, officers can attend planning committees to explain the council's position on large or locally contentious developments. Where the council recommends the local planning authority should refuse a planning application, officers will defend that refusal at any subsequent planning appeal.

Involvement in planning applications helps the county council achieve its sustainable transport objectives. It also helps investment in Surrey's road and transport systems, to limit the impact of private development.

Planning and Highway Agreements

The council enters into legal agreements with developers:

- To secure highway or transport improvements required by planning permission,
- So that developers can build highway improvements on Surrey's roads, required by planning permissions, and
- For the adoption of roads that have sufficient public utility.

By entering into planning and highway agreements with developers, helps the council secure appropriate transport limitation works from developers. And ensure that adoptable roads meet the council's standards.

Vehicle Operator's Licences (VOLs)

A VOL is a permission granted by a Traffic Commissioner that enables people to operate lorries from an operating centre where the vehicles are normally kept. The council can make objections to VOL applications on highway safety, capacity and environmental grounds.

Officers check VOL applications to ensure:

- That they use acceptable highway accesses and use suitable access roads,
- Proposed operating centres have proper vehicle parking and turning facilities,
- Proposed operating centres are located in environmentally acceptable locations, such as in industrial estates, and
- Lorries do not cause undue noise, pollution or visual intrusion problems.

Like planning applications, officers will consider the public's view and objections to VOL applications. Like planning appeals officers will substantiate the council's objections at VOL inquiries.

The council's involvement in VOLs helps protect Surrey's roads and the wider environment from problems caused by lorries.

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Introduction

- 1 This guide is intended to provide information about the role and functions of the Transport Development Planning service (TDP). Surrey County Council (the council) provides this service to Surrey's community, including other local authorities, elected members, the public, developers and the businesses.
- 2 Surrey's roads are some of the most congested in the country. Traffic levels are high in the morning and evening peak hours and at other busy times during the day. Traffic congestion causes delay and uncertainty to journeys and creates other damage, such as air pollution. Surrey recognises that unchecked development has the potential to worsen county road congestion and damage our environment.
- 3 National and local planning policy and the 'Surrey Local Transport Plan 2011 – 2026' (LTP3) include policies and objectives to manage the transport impact of development as part of the wider goal of delivering 'sustainable development'. The following sections of this guide set out these policies and aims in further detail.
- 4 TDP is the council service charged with delivering the transport aims of the above policy to development in Surrey. TDP achieve this within their three main service areas:
 - Planning Application Matters.
 - Planning and Highway Agreements.
 - Vehicle Operator's Licences.
- 5 TDP's role is exercised by officers under delegated powers, as set out in the 'Scheme of Delegation' Report approved annually by the Council. The following information taken from that report describes the main TDP functions that are delegated to nominated officers. This document clarifies the policies under which the delegation is exercised and the practices by which it is applied.

Planning Application Matters

- To issue appropriate recommendations on development proposals to local planning authorities on behalf of the Council in its role as the local highway authority.

Planning and Highway Agreements

- To enter into arrangements with developers concerning financial contributions towards the council's transportation initiatives and schemes.
- To enter into legal agreements with developers to enable them carry out development related works on the public highway.
- Subject to acceptance by the Cabinet Member for Transport, to accept land dedications for highway purposes.
- Subject to acceptance by the Cabinet Member for Transport, to progress traffic orders necessary to enable and consequential to development proposals.

Vehicle Operator's Licences

- To object to applications for vehicle operators licences (VOLs).

Miscellaneous

- To serve Highways Act and New Roads & Street Works Act notices.
- To grant consents and licences for buildings and structures to overhang the public highway.
- To approve proposals put forward by the Surrey districts and borough councils under their agency agreements.

PLANNING APPLICATIONS

Overview

- 6 Under the General Development Planning Order (GDPO) the County Council, in its capacity as a local highway authority, is a statutory consultee on planning matters. The eleven Surrey districts are Local Planning Authorities (LPAs) for most planning matters except minerals, waste and county developments which are determined by the council. The eleven districts and the council as a planning authority have to consult the highway authority planning applications that they receive, which have road transport implications. They do not have to follow the council's transport advice, although their decisions may be open to challenge if they do not for valid reasons.
- 7 The council aims to respond to 75% of preplanning enquiries and consultations from LPAs on planning applications within 21 days. The Council responds to LPAs in three ways, by:
- having no comments on proposals which have no road transport implications,
 - referring to 'standing advice' (see below) for minor forms of development,
 - making specific road transport comments.
- 8 The Council has introduced 'standing advice' for the following types of minor development:
- development on a private road or street that does not adversely affect a county highway;
 - residential extensions and minor commercial extensions;
 - advertisement consent consultations;
 - gates on accesses to private residential properties on 30 mph unclassified urban streets;
 - minor changes of use in town and village centres;
 - telecom masts on unclassified roads with a speed limit of 40mph or under.
- The council's 'standing advice' for minor development is annexed to this guidance.
- 9 TDP further considers the road transport implications of developments, which do not fall into the above listed 'no comments' and 'standing advice' categories. However, if requested by LPAs, TDP will assist and trouble shoot on smaller proposals.
- 10 TDP often receives requests to meet developers and their agents, to discuss development proposals. The council encourages these meetings for large-scale development proposals. This early liaison helps to identify potential transportation problems, areas to study and potential limitation measures. They help developers submit large-scale development applications where the transport position is either agreed, or at least established. This in turn helps the LPAs meet the planning performance targets set by the government.
- 11 Public sector resources are limited and the council has adopted a policy to charge developers for most preplanning enquiries. Such discussions with officers are held on a 'without prejudice' basis. More information about this preplanning charging system can be accessed via [Surrey County Council's website](#) and from the home page search for the phrase "Transport Development Planning".

Preplanning and planning application assessment

- 12 Developments above the ‘standing advice’ thresholds are assessed against the following criteria, as appropriate and relevant. The sections below expand on each of these categories.
- compliance with transport policy,
 - compatibility with road transport infrastructure,
 - developer improvements (see 22 and 23 below),
 - mitigation of cumulative transport impacts,
 - vehicle parking,
 - promoting non-car travel,
 - highway safety,
 - highway encroachment and improvement, and
 - other relevant matters.

TDP officers will liaise with other groups and services within the council, and others as necessary to gather views and information, to formulate responses to development proposals.

Compliance with transport policy

- 13 Developments are considered against the following national, county, local policy and other guidance.
- 14 At the national level the key transport policies and principles are set out in the government’s National Planning Policy Framework and accompanying guidance (NPPF). The NPPF includes advice about transport matters, as part of its overall goal of delivering ‘Sustainable Development’.
- 15 The NPPF states that development proposals generating significant levels of movement should be supported by Transport Assessments (TAs) or Transport Statements (TSs), as well as Travel Plans (TPs), as appropriate. Also that developments should cost effectively limit significant transport impacts, include safe public realm designs, be accessible and provide access for all members of society. The NPPF sets out that development proposals should only be turned down where the cumulative transport effects are severe.
- 16 The NPPF can be accessed via [the UK Government website](#) and from the home page search for the phrase “NPPF”.
- 17 The Community Infrastructure Levy (CIL) was introduced through the Planning Act 2008, as a tool to help Local Authorities to deliver infrastructure to support development, including road transport infrastructure. CIL came into force on 06 April 2010 through the CIL Regulations 2010.
- 18 CIL affects how some road transport infrastructure is delivered. Pre-CIL, developers were expected to pay for and/or deliver the road transport infrastructure necessary to enable their developments. Under CIL, off-site road transport infrastructure may be covered by the developer’s CIL payment, for many types of development. The eleven Surrey LPAs levy and collect CIL payments from the developments application that they receive.
- 19 At county council policy level the Surrey Transport Plan 2011 - 2026 (LTP3) contains the following key objectives.

- **Effective Transport:** To facilitate end to end journeys for residents, businesses and visitors, by maintaining the road network, delivering public transport services and where appropriate providing enhancements
- **Reliable Transport:** To improve the journey time reliability of travel in Surrey.
- **Safe Travel:** To improve the road safety and security of the travelling public in Surrey.
- **Sustainable Transport:** To provide an integrated transport system that protects the environment, keeps people healthy and provides lower carbon transport choices.

20 The following strategies accompany the above objectives, which are relevant to development proposals.

- **Air Quality:** By considering air quality management areas (AQMAs) and generally managing air quality across the county.
- **Climate Change:** Similar to air quality above, by seeking to limit road transport emissions.
- **Congestion:** By managing delays and journey time reliability.
- **Freight:** By managing the routes that HGVs use.
- **Parking:** By ensuring appropriate levels of off street parking in development and managing negative effects of displacement on street.
- **Public Transport:** To improve buses and related facilities / information and help journey time reliability.
- **Cycling:** To promote cycling and cyclist safety.
- **Travel Plans (TPs):** To promote TP for appropriate developments and assist in their effective management and consequent delivery of TP goals.

21 Also at the county council level, the council has the Surrey Waste Plan, which sets out the planning framework for the development of waste management facilities in Surrey. This Plan is under review, in preparation for the 2011 – 2033 edition. And the Surrey Minerals Plan, comprising the Core Strategy and the Minerals Plan, Primary Aggregates & Aggregates Recycling Development Plan Documents (DPDs), as well as the Surrey Minerals Plan Site Restoration Supplementary Planning Document (SPD). These plans are primarily associated with the council's function as the county planning authority.

22 These county policies can be accessed via [Surrey County Council's website](#) and from the home page search for the phrases "Surrey Transport Plan", "Surrey Waste Plan", "Surrey Minerals Plan".

23 At the local level TDP also consider the transport policies in the eleven district LPAs' adopted or emerging Local Development Frameworks, any saved policies from their older Local Plans, and other related DPDs and SPDs. As above, the eleven Surrey LPAs levy and collect CIL payments from the developments application that they receive.

Compatibility with the transport infrastructure

24 The NPPF and its accompanying guidance notes set out that larger scale development proposals should be supported by Transport Assessments (TAs) and Transport Statements (TSs). This Guidance supersedes the 2007 'Guidance on Transport Assessments'. From the NPPF, the Council has produced the annexed guidance about TAs and TSs for development proposals. Through producing this guidance, the council has set out how developers of larger

proposals should demonstrate how their proposals are compatible road transport infrastructure.

- 25 For development proposals that do not entail a TA or TS, council officers will undertake their own review the development for compatibility with county road infrastructure.
- 26 The council will also check developments to ensure that non-car transport infrastructure can accommodate people’s everyday movement needs, including those of disabled and vulnerable people, such as ensuring:
- adequate footways exist, and
 - suitably equipped bus stops exist within a reasonable walking distance, and
 - people can safely cross the road at junctions, etc.
- 27 Where the existing highway infrastructure is inadequate, officers normally request that the developer design and undertake necessary improvements, which should normally match the objectives of the Equalities Act 2012, so far as is reasonably practicable.

Developer improvements.

- 28 From the above ‘policy’ section, developers are normally required to cost effectively limit the adverse road transport affects of their proposals. This often entails the need for physical improvements to Surrey roads, such as those listed below:
- road widening,
 - junction improvements,
 - bus stop improvements,
 - new cycle lanes,
 - pedestrian crossings and other footway works.
- 29 In LPAs that operate CIL, many development related road transport improvements will be delivered via CIL receipts. In LPAs that do not yet operate CIL, developers will often deliver their own road transport improvements, which are secured to planning permission with planning conditions or section 106 agreements (S106s).
- 30 As above, such road transport improvements should normally match the objectives of the Equalities Act 2012, so far as is reasonably practicable.

Limitation of cumulative transport impacts

- 31 As described above, CIL was introduced to assist Local Authorities provide infrastructure to support development, which in turn reduces the cumulative impact of development on road transport and other infrastructure. Since the introduction of CIL, the council it has not been possible to operate the council’s Planning Infrastructure Contribution system, which is defunct.

Parking

- 32 Following the introduction of the NPPF and older policy guidance being rescinded, the eleven Surrey LPAs operate their own development parking standards as SPD. These individual

parking standards typically include about vehicle, disabled person's, powered two wheeler and cycle parking. These parking SPDs can be accessed via the individual LPA web sites.

- 33 When considering about parking for developments, council officers utilise the eleven Surrey LPA's parking standards, as well as other information, such as Census vehicle ownership levels and parking accumulations included within TAs. In the council's role as the local highway authority, officers review the amount of vehicle parking provided to ensure that it will not cause:
- problematic on-street parking that restricts essential highway movement or affects highway safety,
 - unsustainable vehicle based travel.

Also officers will request that development includes appropriate cycle parking facilities and where appropriate, facilities to support electric vehicles.

Promoting sustainable travel

- 34 The NPPF and the eleven Surrey LPA policies require that movement generating developments should include Travel Plans (TPs) to promote sustainable travel. The Council has its own Travel Plans Good Practice Guide (TPGPG). This TPGPG helps developers write effective travel plans to reduce car reliance and actively encourage the use of public transport, walking and cycling, as well as other sustainable travel incentives.
- 35 The TPGPG includes a scale of the fees that the council requires for auditing and enforcing development travel plans.
- 36 Following the occupation of a development the council normally audits the site's travel plan performance report every other year. Officers liaise with the site travel plan coordinator to ensure that occupied developments reasonably meet their travel targets.
- 37 The TPGPG can be accessed at [Surrey County Council's website](#) by searching for the phrase "workplace travel plans".

Highway Safety

- 38 To ensure that developments do not prejudice highway safety, officers consider the following:

Highway Accesses & Junctions

New and altered highway accesses and junctions are normally required to reasonably meet current layout and road user visibility standards. Where appropriate road injury collision records are reviewed. Officers will consider the highway safety consequences where proposals depart from accepted highway standards. And as above, the council ensures that the design highway accesses and junctions match the objectives of the Equalities Act 2012, so far as is reasonably practicable.

Officers will also consider the suitability of existing highway accesses and junctions for additional development that materially intensify movement, such as:

- extra housing,
- extra commercial floorspace,
- changing the use of land.

Highway Alterations.

The council assesses significant highway alterations with road safety audits, done in-house or by accredited external organisations. Officers will consider the highway safety consequences where proposals depart from accepted highway standards.

New Housing Estate Designs.

The NPPF, the Councils' LTP3 and Surrey Design, and the government's 'Manual for Streets' set out that public realm, such as new housing estate streets, be:

- safe,
- accessible,
- designed to accommodate the needs of all members of society, to match the objectives of the Equalities Act 2012, so far as is reasonably practicable.,
- be designed as 'places',
- put the movement needs of people ahead of convenient vehicle access, and
- promote slow speed street environments.

The council reviews proposals featuring new streets to ensure that they deliver these design objectives.

Vehicle Turning and Servicing.

Where necessary, developments should include adequate vehicle turning areas and off-road servicing / delivery facilities.

When making the above highway safety checks officers refer to the current design advice, including:

- Surrey Design and its Technical Appendix.
- DfT Technical Directive TD42/95, The Geometric Design of Major / Minor Priority Junctions.
- DfT / DCLG publications Manual for Streets and Manual for Streets 2.
- FTA publication Designing for Deliveries.
- DfT 'Inclusive Mobility'

Highway Encroachment and Improvement Lines

- 39 Occasionally developments take public highway land into a private site, for example by moving a boundary to include a piece of highway verge or public right of way. Officers only agree to developers including highway land within development sites where that land is not required for highway purposes and is 'stopped-up' to remove its highway status.
- 40 District development plans show land reserved for future county council road improvements. Officers check that development proposals do not affect land reserved for future Surrey highway schemes.

Other Planning Matters

Equality & Diversity Matters

- 41 The council helps to ensure that proposals meet the needs of vulnerable and disabled persons, by reviewing development that affects the public highway against the objectives of the Equalities Act 2012, so far as is reasonably practicable. And also by reviewing developments, such as the following, that might directly affect vulnerable and disabled persons:
- Development that focuses vulnerable or disabled persons, such as health related development or young persons' education proposals.
 - Other forms of development that have the potential to affect vulnerable or disabled persons, such as a proposed freight development accessing via a safe route to school or near a hospital.

The Equalities Act can be accessed via [the UK Government's legislation website](#).

Consistent Planning Advice

- 42 Planning consultees like the county council should give consistent advice to LPAs. For example, if the county council recommended the refusal of an application that had previously been accepted, then at a planning appeal the developer could make an application for costs against the local planning authority, unless there has been a significant change of circumstances. Officers check the planning history of developments to give consistent application advice and provide an even service across the county. Successful awards of costs against districts councils arising from the council's advice are extremely rare.

Environment, amenity and other planning impacts

- 43 The local planning authorities often receive representations from the general public about planning proposals that raise highway concerns. LPAs can ask the county council for comments in the light of the local representations or interest from elected members. If requested county council officers will briefly comment on relevant transport matters.
- 44 It is important to distinguish road safety, capacity and other directly transport considerations from other environment and amenity impacts associated with traffic and vehicle parking. The divide between transport and non-transport matters is not always black and white. Officers use their professional judgement and consider the nature of an anticipated impact against the aims of the relevant transport policies to decide whether a concern is transport related or not. The transport matters relevant to the council's role as the local highway authority in responding to development proposals are generally set out above.
- 45 Issues such as development traffic eroding the character of an area, or reducing residential or visual amenity, for example, are not transport matters within the council's remit. It is for the LPAs to consider these matters, and to take their own view on the environmental and amenity impacts of development traffic, in discussion with the highway authority, as appropriate.

Attending Planning Committees

- 46 Council officers can be invited to attend the district council's and the county council's own planning committees. Officers will consider invitations to attend district-planning committees:
- for large applications over about 100 houses, or equivalent other development,
 - if development substantially departs from transport policy and that departure creates a significant road transport that has been adequately limited, or creates a severe impact,
 - if there are substantial public representations on road transport matters.

When it is appropriate to attend district council's planning committees, officers can explain the Council's application response on road transport matters and respond to questions.

Response to the Planning Authorities & Appeals

- 47 After assessing a development, officers make a response to the local planning authority as follows:
- Stating no transportation objections,
 - Requesting that the developer submits further information, or changes the development to address a particular concern,
 - Recommending that the developer accept a transport related planning obligation - that cannot be covered by a planning condition - secured with a section 106 agreement or unilateral planning obligation,
 - Recommending that planning conditions be attached to and planning permission granted, for example to require a road improvement is built before a development is started or occupied,
 - Recommending an application be refused, for example on highway safety grounds or because of an unacceptable road transport impact,
 - Giving other advice, such as about road transport related sustainability for the LPA, for their consideration in the round about whether a development is 'sustainable development'
- 48 Transport is one of a variety of issues that LPAs must consider before deciding a planning application. The council requests for developer funding towards road transport works must compete with other planning objectives, such as affordable housing and other improvements to the public realm.
- 49 As above, officers may recommend that local planning authorities refuse applications that are unacceptable on highway road transport grounds. If the planning authority accepts this advice and do refuse an application, the developers can lodge a planning appeal against that decision.
- 50 Appeals take the form of written representations, hearings and inquiries. Recommendations for refusal may be supported at appeals by evidence, at the request of the local planning authority. The council's formal application response will normally form the basis of the appeal documentation for written representations appeals. For hearings and inquiries officers can produce more detailed reports and often appear at hearings to present their evidence and answer questions on it.

Planning Good Practice Guidance

- 51 From the above, the following point summarise the good practice guidance that council officers will utilise as appropriate and applicable, when responding to pre-planning enquiries and planning applications:
- The council aim to respond to preplanning enquiries and consultations on planning applications within 21 days.
 - When responding to preplanning enquiries and consultations on planning applications, the council will consider the proposals against current national, county, local transport policy and other relevant guidance.
 - The council will normally require developers to support larger planning applications with TAs and TSs.
 - The council will require developers to limit significant transport impacts arising from their proposals.
 - Where appropriate and feasible, the council will seek financial contributions from developers towards schemes to manage the road transport impacts of their developments and to promote sustainable travel.
 - The council will request that there is sufficient transport infrastructure to accommodate the movement needs of development for all members of society.
 - The council will ensure that requests to developers for or towards transport infrastructure match the stipulations of the NFFP and the CIL Regulations.
 - The council will request that the amount of vehicle parking on development sites does not cause highway safety or congestion problems, and adequately promotes transport sustainable development. And the Council will request all development includes adequate cycle parking and where appropriate, facilities to support electric vehicles.
 - The council will request that major travel generating developments include travel plans and if feasible funding towards post-planning travel plan auditing.
 - The council will request that development proposals promote highway safety by:
 - (a) so far as is practicable checking road accesses, junction and development-related works on county roads against current highway standards and where appropriate by reviewing road injury collision records and consideration of Equalities Act objective,
 - (b) checking significant development highway works with road safety,
 - (c) requiring new housing designs put the movement needs of people ahead of convenient vehicle access, be safe, promote a slow speed road environment and be accessible for all members of society.
 - (d) where necessary and appropriate, ensuring that proposals include adequate vehicle turning areas and off-road servicing / delivery facilities.
 - The council will consider the highway safety and transport policy consequences where proposals depart from accepted standards.
 - The council will ensure that development sites do not encroach or obstruct the public highway required for highway purposes.
 - The council will ensure that development proposals do not adversely affect land reserved for future highway improvements.
 - The council will give consistent transport responses on individual cases and provide a uniform service across the county.
 - The council will consider representations received from the general public about road transport matters on planning proposals and if required explain the Council's transport views.

- Where appropriate, officers will attend district planning committee meetings.
- Where officers of the council recommend an application be refused on transport grounds, if requested by the LPA they will defend the County refusal reason at any subsequent planning appeal, with suitable evidence.
- The council will consider the transport-related consequences of development proposals on vulnerable and disabled persons, to match the objectives of the Equalities Act, so far as is reasonably practicable.

PLANNING AND HIGHWAY AGREEMENTS

Overview

52 The resolution to grant planning consent by a planning authority may require developers to enter into planning agreements. Developers may also need to enter into post-planning highway agreements to undertake works on existing public roads, or to adopt new roads.

Planning agreements and undertakings

53 Planning authorities can grant planning permission to developments to include a planning agreement or unilateral undertaking. Planning agreements are usually written under Section 106 of the Town and Country Planning Act 1990 (S106). Developers can submit unilateral undertakings (UUs). S106 enables planning authorities to:

- prescribe the nature of a development, such as requiring affordable housing, or
- compensate for a loss, such as requiring extra public open space, or
- mitigate a development impact, such as a significant transport impact.

54 The council request S106s and UUs to secure transport obligations from developments, to:

- secure funding towards a transport scheme, which will help to limit any significant transport impacts produced by the development,
- securing land from development sites for future transport infrastructure schemes, and
- encompass other transport matters not able to be included in planning permission via conditions.

55 The eleven districts and boroughs have different practices concerning the County Council's role in S106s and UUs. Some districts always invite the council to be included in S106s and UUs. Others rarely do. Some include the council in certain cases. The County Council wishes to be included in all S106s and UUs that secure transport obligations we request. This enables the council to efficiently manage developer-led transport improvements and enforce the terms of overdue planning obligations.

56 Some districts have concerns that involving the County Council in S106s and UUs could delay the planning process and prevent them meeting their application response targets. Officers work with the Surrey districts and developers, preplanning and during the lifetime of applications, to help them draft S106s and UUs that secure transport obligations from developers without this delaying the planning process. Furthermore, as above officers only recommend S106s and UUs be employed if the use of planning conditions is inappropriate.

Highway agreements

56 Following the grant of planning permission, developers may need agreements with the County Council to build works on the public highway. Officers administer these works under section 278 of the Highways Act 1980 (S278s). Developers also approach the Council to adopt new housing estate roads as public roads. If a new road has sufficient public utility for it to be adopted, officers administer the works under section 38 of the Highways Act 1980

(S38s). From time to time roads can be adopted under sections 36, 37, 72 and 228 of the Highways Act 1980.

- 57 Developers' S278 and S38 works must meet the council's highway safety and construction standards, including so far as is practicable accommodating the needs of all members of society. Officers audit developer's highway agreement works designs via:
- safety auditing S278 designs to ensure adequate safety,
 - reviewing S278 and S38 designs to ensure that they meet the Council's safety standards,
 - and then inspecting S278 and S38 works during and after construction, for the same reasons.
- 58 The council charges developers commuted payments for S278 and S38 works that involve Surrey in extra, special or expensive future maintenance. Surrey normally but not exclusively takes commuted payments for the following:
- additional areas of road and footway,
 - extra street lights,
 - new and upgraded traffic signals,
 - sustainable urban drainage systems,
 - trees and soft landscaping,
 - innovative or non-standard construction materials.
- 59 Developers pay the council fees to cover S278 and S38 administration costs. Developers are currently charged 12% of the cost of the works, or a minimum £2500 fee, whichever is the larger sum. The council also requires S278s and S38s to be 100% bonded. If a developer does not complete his works properly or performs badly, the council can use the bond to complete the S278 or S38 works, or otherwise restore the areas of the public highway affected.
- 60 S278 and S38 agreements help the council to achieve the following LTP3 objectives to provide effective, reliable, safe and sustainable transport for Surrey.

Agreements Good Practice Guidance

- 61 From the above, the following point summarise the good practice guidance that Council officers will utilise as appropriate and applicable, when negotiating planning and highway agreements.
- Where it is necessary and appropriate, the council will enter into planning agreements to secure transport obligations from developers. The council will assist local planning authorities draft planning agreements and unilateral undertakings. The council expects to be included in any agreement or undertaking that concerning transportation matters we request.
 - The council will enter into section 278 agreements (S278) with developers to help them construct highway works required by planning consents.
 - The council will enter into section 38 agreements (S38s) with developers where their new roads are of sufficient public utility to warrant adoption by Surrey. Where appropriate the council will also adopt new highway under other sections of the Highways Act 1980.
 - The council will ensure that developer's S278 and S38 designs meet Surrey's safety and construction standards and be accessible for all members of society.

- The council will secure commuted payments from developers for S278s and S38s for works that involve Surrey in extra, special or expensive future maintenance.
- The council will secure fees from developers to cover Surrey's costs in administering S278s and S38s.
- The council will ensure that S278s and S38s are fully bonded.
- Where necessary and reasonable the Council will use the bond to finish incomplete or unsatisfactory works, or otherwise restore the areas of the public highway affected.

VEHICLE OPERATOR'S LICENCES

Overview

- 62 Vehicles over 3.5 tonnes gross vehicle weight require a 'vehicle operator's licence' (VOL) to carry goods in connection with a trade or business. Vehicle owners make applications for VOLs to the Traffic Commissioner. The process to administer VOLs is legislated by The Goods Vehicles (Licensing of Operators) Act, Regulations and (Fees) 1995.
- 63 The council can statutorily object to VOL applications under one of the following categories:
- The proposed operating site is not available, too small, or otherwise unsuitable.
 - Environmental grounds.
 - The applicant is unfit because of incompetence, lack of financial resources, etc.
- Officers of the council mainly consider applications under the first two categories.

Vehicle Operator's Licence Assessment

- 64 Every fortnight the Local Traffic Area Office issues lists of new, revised and determined applications for VOLs in their publication 'Applications & Decisions' (As&Ds). Officers review As&Ds to identify proposals in the county and then notify the county member who's electoral division is affected. Then officers check the VOL applications to ensure that they meet the following highway safety and environmental criteria:
- Have suitable access onto the public highway, and
 - Join onto roads that are environmentally suitable for the proposed licensed vehicles, and
 - Include space to park the vehicles off the public highway, and
 - Have space in the operating centre to turn vehicles so they can enter and leave the public highway forwards.
 - Are in an environmentally suitable area, and
 - Do not create noise, pollution, vibration, and visual intrusion problems.
- 65 Generally new operating centres are acceptable in established industrial areas. Similarly new operating centres are usually unacceptable in established residential estates or the countryside. Some sites have an established land use, for example for transport, storage of plant or as builders yards and may be near housing or be in sensitive locations. In these cases Officers pragmatically balance the proposed operating centre movement and environmental impacts against the activity likely from the established use. Where feasible officers negotiate conditions to control the proposed operating centre activities, such as:
- controlling hours of vehicle operation, and
 - loading or unloading, and
 - vehicle maintenance, and
 - vehicle size, and
 - site access routes.

Other Operator's Licence Matters

- 66 The council often receives representations from the general public about VOLs. These situations provide a good opportunity to hear and consider the public's views. Officers

support the public by explaining Surrey's role and by helping them to make their own representations to the Traffic Commissioner.

- 67 Sometimes the Council's objections cannot be overcome by adding conditions on a VOL. In these cases the Traffic Commissioner will often hold a public inquiry to examine an application. The Traffic Commissioner may also hold an inquiry if he receives substantial public representations. Officers appear at these hearings to present sound evidence substantiating the Council's highways and environmental concerns, and to answer questions.
- 68 VOLs help the Council to achieve the following Surrey LTP3 objectives:
- Improving road safety and security.
 - Enhancing the environment and quality of life.

Vehicle Operator's Licence Good Practice Guidance

- 62 From the above, the following point summarise the good practice guidance that Council officers will utilise as appropriate and applicable, when dealing with VOL matters:
- Officers will notify county members of VOL applications in their electoral division.
 - The Council will examine VOL applications within Surrey to ensure that they will not create highway safety problems or environmental damage.
 - The Council will exercise its statutory powers to lodge objections with the Traffic Commissioner on unacceptable VOL proposals.
 - The Council will where feasible negotiate conditions on VOLs to mitigate and control harmful highway and environmental affects.
 - The Council will listen to and consider representations received from the general public about VOL proposals. Officers will assist the public lodge their own objections to the Traffic Commissioner.
 - Where the Council lodges an objection against a VOL application, officers will defend Surrey's case at public inquiry with suitable highways and/or environmental evidence.

ANNEX A

The Council's Standing Advice for Minor Development

How and when to use this advice

This design advice is intended to inform local planning authority planning officers, planning applicants and their agents of SCC's normal highway criteria for planning applications for minor development. It should be used to assess minor planning applications and pre-planning enquiries. It may also be used by anyone wishing to submit a development proposal within the following thresholds, below which SCC do not issue a formal application response:

- development on a private road or street where the proposal does not adversely affect a county highway;
- residential extensions and minor commercial extensions;
- advertisement consent consultations;
- gates on accesses to private residential properties on 30 mph unclassified urban streets;
- minor changes of use in town and village centres;
- telecom masts on unclassified roads with a speed limit of 40mph or less.

Users of the advice should make sure that its content is compatible with the site and its locality. There may be particular circumstances where the use of the advice is incompatible with a proposal or where there are site-specific concerns. In these cases SCC's Transport Development Planning staff offer informal guidance. This advice may be used on all development proposals but if used on proposals over the above thresholds, users should note that SCC might have further highway requirements.

Parking Spaces - (Possible Conditions: HC5 – Amend as appropriate)

Car parking spaces are normally 2.4m wide by 4.8m long. Spaces for disabled persons are normally 3.6m wide or 3m wide if two spaces sit side by side. Any spaces positioned 'end to end' should measure 6.0m in length. A 6m clearance (aisle width) is normally required between opposing banks of spaces, rising to a 6.8m aisle between a space and a wall or fence opposite. Aisles are normally 7.3m wide between opposing garages. Recommended minimum internal dimensions for a garage are 3m x 6m. (For further information refer to chapter 8 of DfT publications 'Manual for Streets' and 'Inclusive Mobility', both available at [the Department for Transport website](#)).

Cycle Parking – (Possible Conditions: HC5 / HC10 – Amend as appropriate)

Provide separate cycle parking space in flatted development at a ratio of around 1 space per dwelling. Separate cycle parking is not normally required for conventional housing with its own curtilage. Commercial development should provide parking in accordance with SCC's "A Parking Strategy for Surrey". Cycle parking spaces normally occupy a footprint of about 1m² per cycle. Provide cycle parking spaces in well-lit, secure and convenient locations, preferably under cover. (For further information refer to chapter 8 of DfT publication 'Manual for Streets' available at [the Department for Transport website](#) and SCC's 'A Parking Strategy for Surrey' available at [Surrey County Council's website](#)).

Driveways Fronting Garages - (Possible Conditions: HC5 – Amend as appropriate)

Drives are normally 6m (5.5m recommended minimum) long. This measurement allows the majority of cars to park on the drive and leaves enough room to open the garage door. In very minor streets a driveway of between 1m and 3m long it is normally acceptable. (For further information refer to SLGA publication 'Surrey Design Technical Appendix available at [Surrey County Council's website](#)).

Vehicle Accesses – (Possible Conditions & Informatives: HC1/HC2 / Hin9a and 9b/14/18 – Amend as appropriate)

Location: Do not site vehicle accesses at road junctions, inside of sharp bends or at the brows of steep hills.

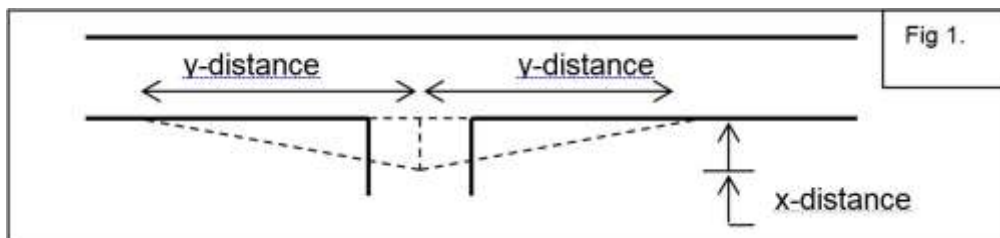
Gates: On 30mph unclassified roads, gates may be positioned at the back edge of the highway and shall only open inwards within the curtilage of the property.

Vehicular Visibility: Private accesses serving up to around six dwellings joining onto flat 30 mph speed limit urban streets should provide the following visibility splays. See Figures 1 and 3 below.

The x-distance is normally 2.4m, but can often safely be reduced to 2m in many situations. The x-distance is measured from the edge of the carriageway to the driver's eye-point, see fig. 1.

On flat streets the y-distance is normally 43m, but maybe reduced to about 25 - 35m in 20mph speed limit zones, many culs de sac and in streets traffic calmed with road humps, tables and speed cushions. The y-distance is measured from the driver's eye point at the middle of the access and along the edge of the carriageway in both directions, see fig. 1.

Within visibility splays there should be no sightline obstructions between 0.6m and 2.0m high, except slim poles such as streetlights and telegraph poles or clear-stemmed trees, see fig. 3. (For further information refer to chapter 7 of DfT publication 'Manual for Streets' available at [the Department for Transport website](#)).



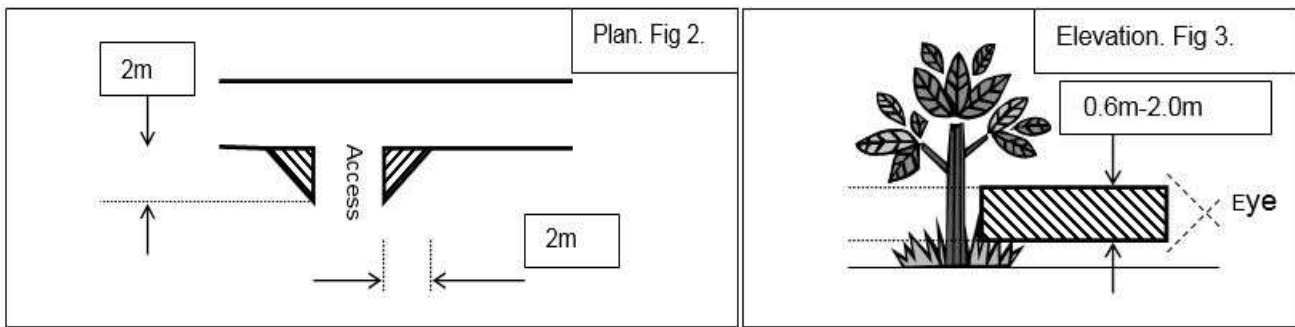
Size / Width: Accesses to single drives or parking spaces should normally be between 2.75m to 3.2m wide. Double garages or parking spaces placed side by side can be wider. A 3m wide access can normally serve a group of up to about six houses. See below for information about emergency access.

Headroom: 2.1m will accommodate most private cars and 4.2m will accommodate most service vehicles. (For further information refer to chapter 6 of DfT publication 'Manual for Streets' available at [the Department for Transport website](#)).

Gradient: 1 in 10 (10%) is normally the maximum gradient. Disability Discrimination Act compliant driveways should preferably have a gradient of 1 in 20, but not more than a maximum gradient of 1 in 12. (For further information refer to DfT publication 'Inclusive Mobility' available at [the Department for Transport website](#)).

Street Furniture: Developers have to pay to relocate existing highway features like streetlights, telegraph poles and utility cabinets that need to be moved to create accesses and visibility splays (**Informative: HInf18**).

Visibility to Pedestrians: Providing 2m x 2m pedestrian visibility zones at both sides of vehicle accesses allows vehicles emerging from private drives to see pedestrians on the footway and pedestrians using the footway to see emerging vehicles. See Fig 2 below. The splays should be clear of obstructions between 0.6m and 2.0m high, except slim poles such as streetlights and telegraph poles or clear-stemmed trees. (**Condition/Informative: HC12 / HInf14**)



It is normally acceptable for a refuse collection vehicle or other service vehicle to reverse from minor streets into private drives. Reversing distances within a private drive should be kept as short as possible. Developers should consult with regular service providers, such as the waste collection authority, to determine acceptable reversing distances and bin carry distances. (For further information also refer to chapter 6 of DfT publication ‘Manual for Streets’ available at [the Department for Transport website](#)).

Emergency Services

Fire appliances normally need access to within 45m of an external door on normal low-rise housing along 3.7m minimum width driveway(s). (For further information consult with the emergency services and refer to chapter 6 of DfT publication ‘Manual for Streets’ available at [the Department for Transport website](#)).

Highway Encroachment / Rights of Way – (Informative: HInf17)

Developments should not enclose or encroach onto the adopted public highway or public right of way footpaths / bridleways.

Illuminated Advertisements & Signs – (Informative: HInf8)

Location: Private advertisement and signs should not be sited on the public highway land, including roads, footways, cycleways, verges, footpaths, and cycle paths, unless the advertisement is part of a piece of regular street furniture, such as a panel of a bus shelter. Private advertisement and signs can normally overhang the adopted public highway.

Headroom: Signs and other projections over the public highway should have the following minimum headroom – 2.4m over footways and cycleways, 5.3m over the carriageway.

Sideways Clearance: The following minimum sideways clearance should be provided between the sign and the edge of the carriageway, to prevent collision by passing vehicles:

Road Speed Limit (mph)	Sideways Clearance (m)
20/30	0.45
40	0.60
50+	0.90

Telecom Masts on the Public Highway

Location: Site telecom masts and equipment cabinets on footways, verges and footpaths, never in the carriageway. Equipment cabinets over 0.6m high can obstruct sightlines - refer to ‘Visibility’ above for further information.

Movement: A 1m wide minimum clear width must be maintained past masts and cabinets on footways and footpaths. Site all equipment at the back of footways or footpath. Provide a minimum sideways clearance between the mast/cabinet and the edge of the carriageway of at least 0.45m on 30mph streets and 0.6m on 40mph streets, to prevent collision by passing vehicles.

ANNEX B

The Council's Interim Transport Assessment (TA) and Transport Statement (TS) Guidance

Main Contents

- Why has this interim guidance been prepared?
- What are transport assessments (TAs) and transport statements (TSs)?
- Which county council service handles transport assessments (TAs) and transport statements (TSs)?
- When should transport assessments (TAs) and transport statements (TSs) be prepared?
- Who should be involved when producing transport assessments (TAs) and transport statements (TSs)?
- How is the content of transport assessments (TAs) or transport statements (TSs) decided?
- What subjects are often considered in transport assessments (TA) and transport statements (TS)?

Why has this interim guidance been prepared?

On 22 October 2014 the government archived the Department for Transport's 2007 Guidance on Transport Assessment. Other information is available online in Planning Practice Guidance (PPG). This interim guidance has been written to help developers and their agents to produce transport assessments (TAs) or transport statements (TSs), which meet the county council's requirements. This guidance may also help other readers understand more about TAs and TSs, submitted with planning applications.

What are transport assessments (TAs) and transport statements (TSs)?

A TA is a comprehensive review of transport issues related to and arising from a development proposal, set out in a full written report.

A TS is a also review of transport issues related to and arising from a development proposal, set out in a smaller written report.

TAs are used for larger scale development proposals, or where there are complicated transport matters to consider. TSs are used for smaller scale development proposals than TAs, or for developments, where the transport issues to be reviewed are straight forward. The coverage of TAs and TSs is decided on a case by case basis, depending on the nature of the development proposals and the transport network it is served by.

Which county council service handles transport assessments (TAs) and transport statements (TSs)?

The county council's transport development planning (TDP) service is the first contact for enquiries about TAs and TSs. Contact TDP via:

- Transportation Development Planning
Surrey County Council
County Hall
Penrhyn Road
Kingston upon Thames
Surrey

KT1 2DY

- Email: contact.centre@surreycc.gov.uk
- Telephone: 0300 200 1003 (8am-6pm weekdays)
- Textphone (via Text Relay): 18001 0300 200 1003

When should transport assessments (TAs) and transport statements (TS) be prepared?

The National Planning Policy Framework (NPPF) indicates that all developments that generate significant amounts of transport movement should be supported by a TA or TS.

Planning Policy Guidance (PPG) suggests that the local planning authority (LPA) should decide about the need for a TA or TS, on a case by case basis considering:

- the transport policies in the Local Plan;
- the scale of the proposed development;
- the potential for additional trips to be created, over and above what existing or previous land uses might have produced;
- the existing transport infrastructure availability and its available capacity;
- any nearby environmentally sensitive areas ;
- the impact on other priorities / strategies;
- the cumulative impacts of multiple developments; and
- if there are any particular impacts that should be assessed.

The county council agrees with this approach. However below simplified threshold information has been included, indicating the circumstances which may trigger the need for a TA or TS.

- Retail developments over about 800 sqm gross floor area.
- Employment developments over about 1500 sqm gross floor area.
- Residential developments including 50 or more new homes.
- Non-residential institutions and assembly or leisure developments over about 1500 sqm gross floor area.
- Developments creating about 100 or more vehicle parking spaces.
- Developments located in areas where there is poor or substandard existing transport infrastructure.
- Developments involving the large-scale import or export of materials, plant or products by road.
- Developments involving substantial numbers of heavy goods vehicle movements.

Irrespective of these indicative triggers, it is recommended that developers and their agents make early contact with the county council, to hold preplanning discussions about any need for and the scope of TAs and TSs, to accompany individual development proposals.

Who should be involved when producing transport assessments (TAs) and transport statements (TSs)?

In addition to the county council, it is suggested that developers and their agents consider who else might need to be involved in the production of a TA or TS.

The following list contains suggestions about other organisations that may need to be involved, to be decided about on a case by case basis. The list is not intended to be exhaustive.

- the local planning authority,
- other local authorities, their service providers and partners,
- the Highways Agency,
- other transport providers than the county council, such as railway companies,
- the emergency services,
- public and private car parking providers and managers,
- car club providers.

How is the content of transport assessments (TAs) or transport statements (TSs) decided?

It is recommended that developers and their agents hold early discussions with the county council and any other relevant organisations. This helps to agree the coverage and content of TAs or a TSs, so that they meet the county council's and other's requirements.

However, TAs and TSs are an iterative process and their content and coverage may need to be adapted during the production of the final report. It is therefore recommended that developers discuss and agree key stages of TAs and TSs with the county council and any others during their preparation.

What subjects are often considered in transport assessments (TAs) and transport statements (TSs)?

TAs and TSs often include an assessment of the following subject areas. The list is not intended to be exhaustive. Others may request other subjects be considered. And as above, the actual coverage of individual reports should be decided on a case by case basis.

However, the following list is intended to be a guide about the subjects typically covered by a full TA report. TSs may feature many of the same subjects, but study them in less detail.

- Information about the development site as existing, including:
 - its location,
 - its existing lawful land use(s),
 - any relevant development plan allocation(s) or policies,
 - any extant planning permission,
 - any relevant planning history.
- Information about the development proposal, including:
 - the proposed land use(s),
 - its size and scale,
 - site access, parking, (un)loading and servicing arrangements,
 - location and development layout drawings,
 - the intended year of first opening or occupation,
 - if the development construction or occupation is to be phased.
- Identification of the *national, **county and ***local transport policies standards and other guidance, which are relevant to the development proposals and its locality.
 - (*i.e. the National Planning Policy Framework).
 - (**i.e. the Surrey Local Transport Plan, the Surrey Waste Plan, the Surrey Minerals Local Plan saved policies).
 - (**i.e. the relevant Surrey borough / district Local Plan and other guidance).
- Descriptive information about the transport system in the locality of and serving the development, including:
 - information about road, public transport, walking and cycling infrastructure,
 - public vehicle parking facilities and arrangements,
 - any planned changes or improvements,
- Other relevant information about the vicinity of the development site, including:
 - origins, destinations or travel routes for vulnerable road users, such as school children,
 - any relevant local plan land designations for major development,
 - any extant planning permission for major development,
 - any major development site or area travel plans operating in the vicinity,
 - if there is an air quality management area in the vicinity.

- Information detailing the all modes trip generation of the development site, including:
 - the trip generation of the existing land use(s),
 - the trip generation of the proposed land use(s),
 - any adjustments proposed to primary trip generation figures, such as for:
 - pass-by, linked, diverted or transferred trips,
 - proposed improvements to non-vehicle transport infrastructure,
 - a proposed travel plan, and hence
 - the net all modes trip generation of the development proposal.

- Information about the transport system(s) / area(s) that will be studied, to decide about the transport impact of the development proposal. And for those system(s) / area(s):
 - a road safety analysis of collision records over a 3 or 5 year period,
 - all modes traffic survey information of flows on key links and junctions during period(s) of normal operation,
 - survey or other information about the patronage and capacity of public transport during period(s) of normal operation,
 - the assessment period(s) to be further considered, such as peak traffic hour(s) and/or peak development trip generation period(s),
 - the proposed method(s) to assign the development proposal trips onto the transport system(s) affected,
 - the proposed assessment and horizon assessment years for the transport system to be studied,
 - any necessary 'growing' of base or survey information, to consider:
 - background year on year network growth,
 - growth from committed development or adopted Local Plan allocations,
 - assessment(s) of the acceptability and the capacity of:
 - road links and junctions,
 - footways, footpaths, and pedestrian crossings,
 - cycle ways, cycle paths and cyclist crossings,
 - public transport infrastructure and services,
 to accommodate the net extra trips generated by the development proposal.
 - assessment of whether the transport infrastructure can accommodate the movement and accessibility needs of 'all members of society', which the development proposal will generate.

- Proposals to cost-effectively mitigate or limit any significant or severe cumulative transport impacts, associated with the trip generation of the development proposal. (Note that at planning application stage, the county council requires that significant improvements to the public highway infrastructure to pass a stage 1 road safety audit and generally meet the county council standards).

- Proposals to encourage development users to travel sustainably, through:
 - the introduction or improvements of, transport infrastructure to encourage walking, cycling, public transport use, vehicles sharing and car clubs,
 - the introduction or expansion of travel plans.

- Consideration of any adverse transport impacts associated with the decommissioning of the existing site and the construction of the development, and proposals to cost-effectively mitigate or limit any significant or severe cumulative transport impacts arising.

ANNEX C

Key Reference Documents Referred to in this Guide & Abbreviations used

- ‘the council’ – Surrey County Council
- ‘CIL’ – the Community Infrastructure Levy
- ‘DCLG’ – Department for Communities & Local Government
- ‘DfT’ – Department for Transport
- ‘DPD’ - Development Plan Documents
- Designing for Deliveries by the FTA
- Equalities Act 2012
- ‘FTA’ - Freight Transport Association
- General Development Planning Order (GDPO)
- Highways Act 1980
- Inclusive Mobility – A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure by the Department DfT
- ‘LPA’ – local planning authority
- Local Development Frameworks & accompanying DPDs and SPDs by the Surrey LPAs
- Local Plans by the Surrey LPAs
- Manual for Streets by DfT / DCLG
- Manual for Streets 2 by DfT / DCLG
- ‘NPPF’ – the National Planning Policy Framework and accompanying guidance notes
- ‘S106’ – section 106 of the Town & Country Planning Act
- ‘S278’ – section 278 of the Highways Act 1980
- ‘S38’ – section 38 of the Highways Act 1980
- ‘SPD’ - Supplementary Planning Documents
- Standing Advice for Minor Development by the Council
- Surrey Design and its Technical Appendix by the Surrey Local Government Association
- Surrey Minerals Plan by the Council
- Surrey Transport Plan 2011 – 2026 (LTP3) by the Council
- Surrey Waste Plan by the Council
- ‘TP’ – travel plan
- TD42/95, Geometric Design of Major / Minor Priority Junctions by the DfT
- ‘TDP’ – the Council’s Transport Development Planning service
- The Good Vehicles (Licensing of Operators) Act 1995
- The Good Vehicles (Licensing of Operators) Regulations 1995
- The Good Vehicles (Licensing of Operators) (Fees) 1995
- Travel Plans Good Practice Guide (TPGPG) by the Council
- Town and Country Planning Act 1990
- ‘VOL’ – vehicle operators licence
- ‘UU’ – unilateral undertaking

ANNEX D

List of amendments since adoption of this Guide by the Council's Executive.

May 2008

General revisions and updates throughout the document to reflect the release and adoption of various policy, guidance and strategies. The text has been amended in the following areas:

- Summary – pages 3-4.
- Contents page – annexes updated.
- Main document paragraphs amended / updated 4, 6-10, 15, 17-19, 21, 23-30, 32-35, 37-40, 44-46, 50, 59.
- Annexes - old annex A removed, old Annex B now Annex A, old annexes C and D removed, old Annex E now Annex B / new annex C added.

October 2009

General revisions and updates throughout the document to reflect:

- the release of the SEPlan, and
- the Surrey Structure Plan becoming defunct, and
- changes to the planning appeals system, and
- the Councils equality and diversity objectives, and
- other minor edits..

June 2016

Preplanning and planning application section rewritten, to reflect policy changes and withdrawals since the last update.

Annexes also reviewed and updated.