

Kirklees Council

Highways Guidance Note – Requirements of Submitted Documents March 2019 (version 1)

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This guidance note

Introduction

1 When developers are working with Kirklees Council to get approval for new highways or works to existing highways, it is important that any documents submitted can be readily understood and quickly and easily shared with anyone who needs to see them. This guidance note gives an overview of the council's requirements for submitted documents to ensure that this is the case.

2 This guidance note has been written mainly to help developers, but it will also be used by highways teams within Kirklees Council.

Implementation

3 This guidance note applies to all applications for technical review submitted on or after 1 April 2019.

Requirements of submitted documents

Medium and format

4 The documents submitted to Kirklees Council in support of proposed new highways or works to existing highways must be sent by email in portable document format (PDF). This is because:

- It is quicker, easier, and cheaper to monitor, share, and file digital documents.
- It is too easy to unintentionally change documents in Word or Excel formats.
- Drawings in AutoCAD (DWG) format can only be opened with specialist software, may require access to other files to allow externally-referenced details ('XREFS') to display correctly, and can lose fidelity when printed.
- Text and graphics in emails can lose fidelity when forwarded or saved.

5 The document properties of PDF files must allow printing.

6 The sizes of submitted files must be minimized. Particularly care must be taken to minimize the sizes of files containing scanned documents.

Language

7 Submitted documents must be in English. Documents may contain text in other languages, but this must not supplement or contradict the English text. Only the English text would be considered.

Basic information – All documents

8 Every submitted document – including drawings, reports, calculation sheets, field notes, and test results – must show:

- The name of the development to which it relates
- The name and address of the organization that prepared the document
- The date of the document's preparation or issue

Document references and revisions

9 Each submitted document must bear a unique document reference. If documents are revised and reissued under the same document reference – such as a drawing number – then each version or revision must bear:

- An identifier unique to the version or revision, for example a drawing revision letter
- The date of the version or revision
- A brief explanation of the changes from the previous version or revision

10 Most proposed developments evolve as they progress through the planning process. Consequently, some submitted documents will only relate to a specific version of the proposals or to the proposals current at a specific time. Where this is the case, this must be stated in the document and there must be sufficient information in the document to readily identify the version or versions to which it applies.

Page numbering

11 In documents containing more than two pages, the pages must be numbered.

Size and scales

12 Submitted documents should be to a standard size from the ISO 'A' series, preferably no larger than A1 and no smaller than A4.

13 If drawings and illustrations in reports or other documents are to specific scales, then information can be lost if they are not printed on paper of the correct size. Accordingly, such documents must bear a clear note stating the scales and correct paper size.

Colour

14 Submitted documents may be in colour. However, if a document must be displayed or reproduced in colour to understand it fully, then it must bear a clear note stating this.

Site conditions – Relevant dates

15 Submitted documents that give information about the conditions of a proposed development site or its surroundings must state the date at which the information was valid, for example the date of the survey, test, investigation, traffic count, or other assessment.

Superseded or withdrawn material

16 Submitted documents may contain material that is superseded or withdrawn but that cannot be readily separated from the remainder of the document. In such cases, the superseded or withdrawn material must be clearly identified and annotated with its status. Only stating this in a separate covering email or note would be insufficient to ensure that all potential users of the superseded or withdrawn material were aware of its status.

Levels, eastings, northings

17 Where levels are given in a submitted document, it must be clear whether they are based on Ordnance Datum or a local datum. If they are based on a local datum, this must be identified. Similarly, if eastings or northings are given, then it must be clear whether they are based on the OS

National Grid or a local grid and, if they are based on a local grid, the origin, orientation, and projection of this must be identified.

Drawings

18 In addition to the above, all submitted drawings should include scale bars and, as appropriate, north points and keys.

Referenced publications

19 Submitted documents may refer to other documents, including publications by other bodies. Where they do, they must contain enough information to allow the referenced documents to be identified and consulted. This must include the publisher, the relevant publication dates, and any specific revisions, editions, or reprints referenced.

Availability

20 Where submitted documents refer to published documents, the referenced publications must be either included in the submission or available free online to ensure that they can be adequately consulted. If a referenced publication is not included in the submission, then adequate information on its online location must be provided.

Further information, comments, and queries

Kirklees Council highways standards and guidance

Highways guidance notes

- Existing Roads and Paths Affected by New Developments
- Gradients
- Highway Adoption Drawings
- Highway Adoptions and the CDM Regulations
- Highway Adoptions Criteria
- Highways Technical Approval
- Highways, SuDS, and Private Drainage
- Introduction to Highways and Adoptions
- Operation and Maintenance Manuals for Adopted Highways
- Requirements of New and Improved Roads and Paths
- Requirements of Submitted Documents
- Section 38 Agreements for Highway Adoptions
- Soakaways
- Technical Approval of Surface Water Flow Attenuation Tanks and Pipes

Other highways documents

- Kirklees Highways Standard Details

Comments and queries

Kirklees Council welcomes comments and queries about this guidance note

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| <ul style="list-style-type: none"> ■ Huddersfield (01484) 22 1000 – ask for ‘Highway Adoptions’ ■ Highways.Section38@kirklees.gov.uk ■ www.kirklees.gov.uk/highwayadoptions | <ul style="list-style-type: none"> ■ Kirklees Council
Highway Adoptions
Flint Street Depot
Flint Street
Fartown
Huddersfield
HD1 6LG |
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