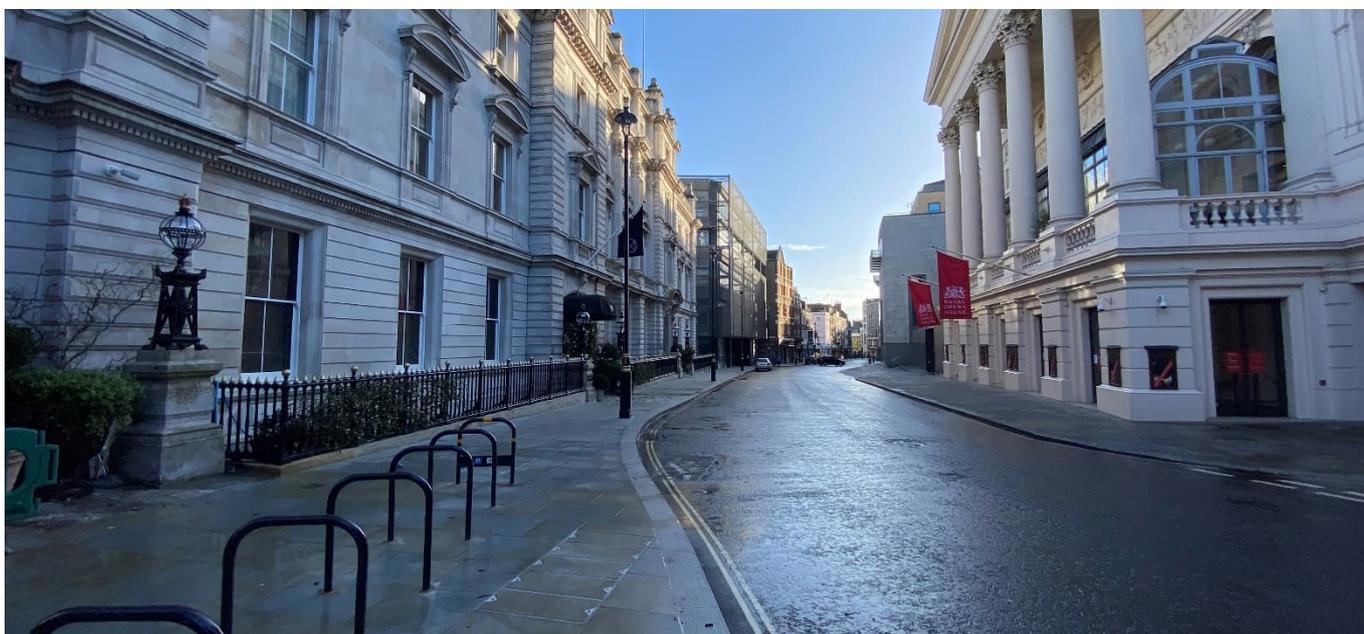


# DEVELOPER GUIDE FOR HIGHWAY AND PUBLIC REALM WORKS



February 2024

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# Foreword

This document is produced by Westminster City Council and gives guidance on the delivery of highway works associated with new developments on and around the public highway. It is an informal document that has not been adopted by the City Council and does not overrule Westminster's City Plan 2019-2040, or any other adopted specifications.

The document provides highway-related information for Developers designing and implementing highway schemes secured through legal agreements within the City of Westminster.

This is a live document and will be refined and modified to meet the changing needs and experiences of its application to specific schemes. The most current version can be found on the City Council's website: [www.westminster.gov.uk](http://www.westminster.gov.uk)

# 1 Introduction

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# 1.1 Purpose of the Document

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This document has been produced to guide those who wish to undertake highway works on the public highway, or Westminster City Council highway land, associated with a Development or a standalone request, and reference as the 'Developer' within this document. The guide has been produced to ensure that the Developer and Council work together in a coordinated and consistent manner for the delivery of highway works within Westminster City.

The Developer will usually be required to enter into a legal agreement with Westminster City Council (the City Council). The legal agreement will stipulate the relevant options depending on who designs and implements the highway works so that decisions are not made until all the facts are available to the Developer.

This document has been produced to help Developers, their consultants, and the City Council work together to identify the most efficient and cost-effective method of designing and implementing highway works. This document provides-

- Advice and information for the delivery of highway projects within the City of Westminster;
- Options for the assignment of design and construction responsibilities; and
- Information on statutory procedures and consents that must be undertaken when designing and implementing highway works.

This guide should be considered as a live document, and the developer should refer to the Council's website to check that they are using the latest revision.

For this document, reference to the public highway includes highway land, carriageways, footways, bridges, subways, street furniture, drainage, planting, and public lighting maintained at public expense by Westminster City Council as the Local Highway Authority. This would exclude things like pavement lights and smoke vents, coal chutes, as although they are placed within highway land, they are not maintained at public expense.

To ensure highway works are delivered prior to new development's occupation it is strongly recommended that the Developer engages with the City Council as soon as practicable to discuss the delivery route and set out the likely timelines.

Should the Developer have any queries with reference to this document, or how to progress a highway scheme, or a public realm scheme within the public highway, please contact the WCC Road and Highways Team.

Email: [highwaysplanning@westminster.gov.uk](mailto:highwaysplanning@westminster.gov.uk)

## Relevant Guides and Sources of Information

Highway schemes must comply with statutory authorities and obtain the necessary permits and approvals before works on the highway can commence. Designs for Westminster highways should comply with specified guidelines, including the Highways Planning Guide, Westminster Way, WCC Standard details, WCC Drainage Design & Construction Guide, Street Lighting guidance (see section 4) and Footway Pavement Design (see section 4). This applies to both publicly maintained and intended-to-be-maintained highways. Unique requirements need approval from WCC officers, and if needed, from the Design and Operations Review Group (DORG) and a Key Stage Review (KSR).

# 2 Project Delivery at Westminster City Council

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# 2.1 Options for Delivering Highway and Public Realm Improvement Project

## Introduction

Within the frameworks of Section 106 and 278 Legal Agreements, the City Council works with Developers to agree on the best delivery model to design and implement highway works associated with their developments. Set out below and within this document are the four options available to Developers to deliver their required highway improvements in support of their scheme with Westminster City Council (WCC) approval:

1. The Developer designs and implements the scheme.
2. The City Council designs and implements the scheme.
3. The Developer designs the scheme, and the City Council implements the scheme.
4. The City Council designs the scheme, and the Developer implements the scheme.

In all cases, all the appropriate City Council costs, including service provider fees, works costs, WCC officer costs, and legal and administration costs must be agreed upon and paid by the Developer in advance. It is advised that the developer engages with the City Council early on to understand the timescales involved for each stage.

## Delivery Model Process Flow Charts

The flow charts on the following pages set out the key activities needed to deliver a highways project in Westminster from inception to completion, with WCC and the Developer assuming different responsibilities. A summary of the delivery models and the responsibilities is provided in the matrix below in **Table 1**.

**Table 1 - WCC Highway Works Delivery Models**

Delivery Option Process	Design Lead		Implementation Lead	
	WCC	Developer	WCC	Developer
1		X		X
2	X		X	
3		X	X	
4	X			X

It is recommended that an initial project meeting is held between the Developer and the City Council to discuss requirements for the Threshold Level Review and agree the roles and responsibilities for project delivery. It is recommended that the decision on who will implement the highway works is made no later than at the end of Stage 1 Feasibility Design, so that buildability considerations are included in the design.

The workflow charts are colour-coded to identify who will be responsible for carrying out the actions, i.e. Westminster City Council or Developer or both. To aid the developer in their decision-making, the developer can commission the service provider to develop an estimate of the potential project cost and a high-level programme to better understand likely project constraints.

## Initial Project Meeting

Once the developer has agreed to their planning obligations under the S106 agreement, and they wish to proceed with construction of their development's associated highways works, it is recommended that an initial project meeting is held between the City Council and the Developer. The meeting will be used to discuss the necessary improvements outlined in the approved planning permission agreements and define the required scope of project enhancements. This project meeting will also provide guidance on any current issues, policies and other projects that may impact the design or delivery of the project.

Where reasonably practical Developers may be requested to address known issues and incorporate suitable remediation as part of the schemes. This approach limits the amount of abortive works that may be conducted and reduces the disruption of repeated visits to an area by numerous contractors.

The City Council will explain the three-stage design process and advise on consultation requirements for the delivery of the highways works. Each project will be assessed to determine the best delivery model. The City Council may agree to the combining, exclusion or adding of activities or stages, dependent upon the scheme's size and complexity.

### Extent and Scope of Improvements

The planning application agreement will determine the minimum obligations for highway improvement. If the plan, defining the scope of highway works, is absent in the agreement, a plan should be created based on Initial Project Meeting outcomes, clearly showing the extent and scope of the likely improvements required. A separate plan will be required for different aspects like stopping up or dedication of the highway. The City Council will determine whether plans should be accompanied by a technical note outlining highway improvements proposed by the developer.

Figure 1 - Delivery Option 1: The Developer designs and implements the scheme

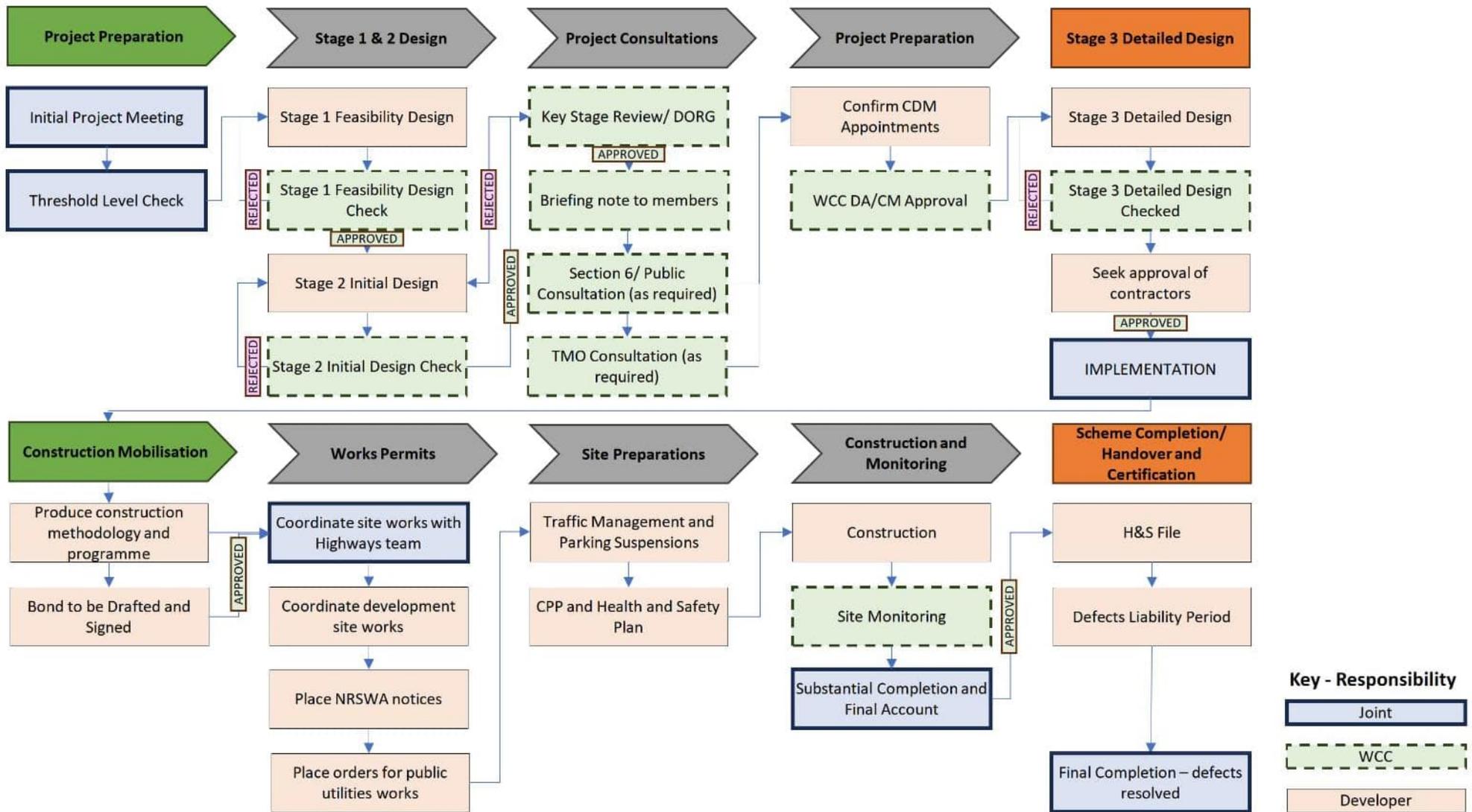


Figure 2 - **Delivery Option 2: The City Council designs and implements the scheme**

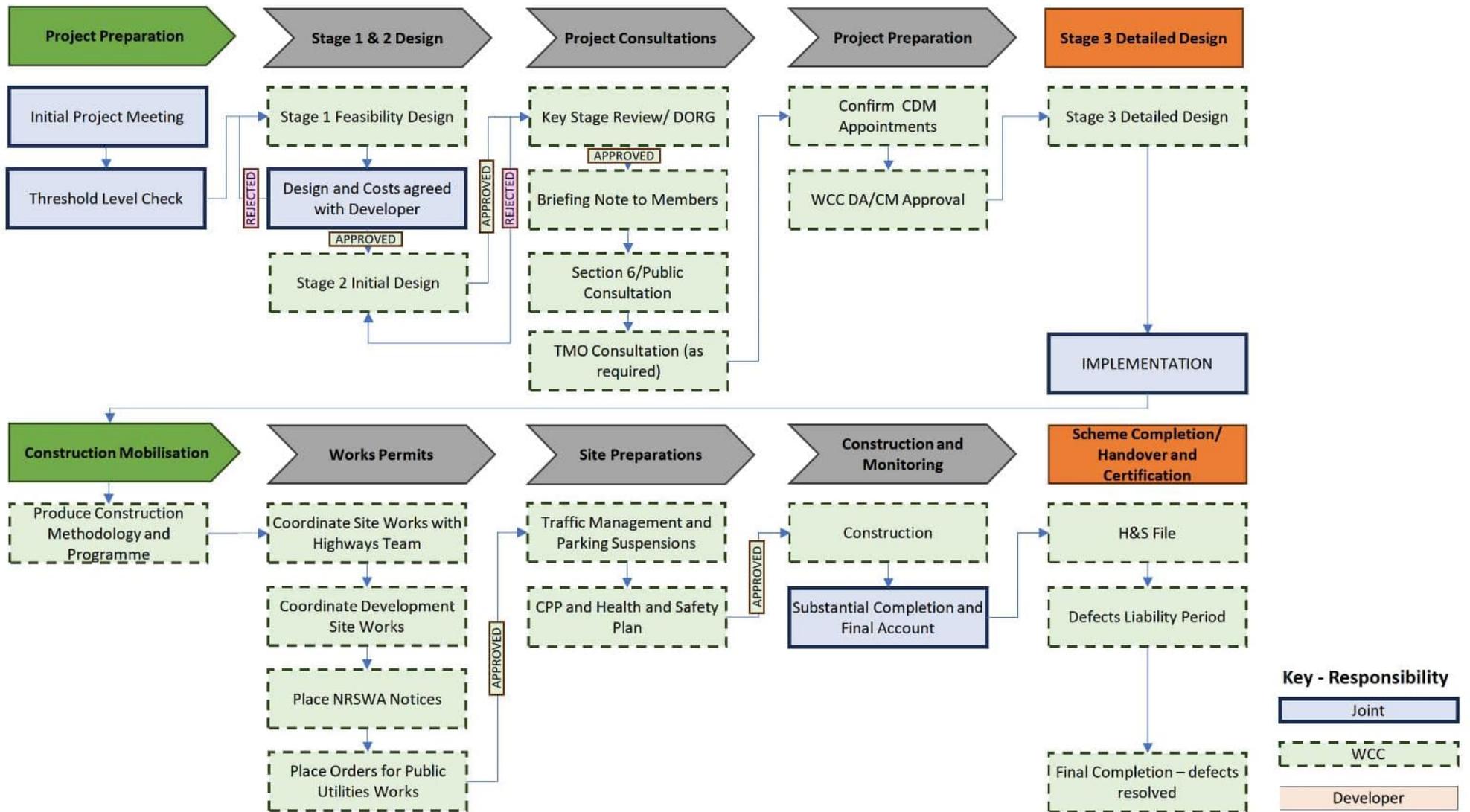


Figure 3- Delivery Option 3: The Developer designs the scheme and the City Council implements the scheme

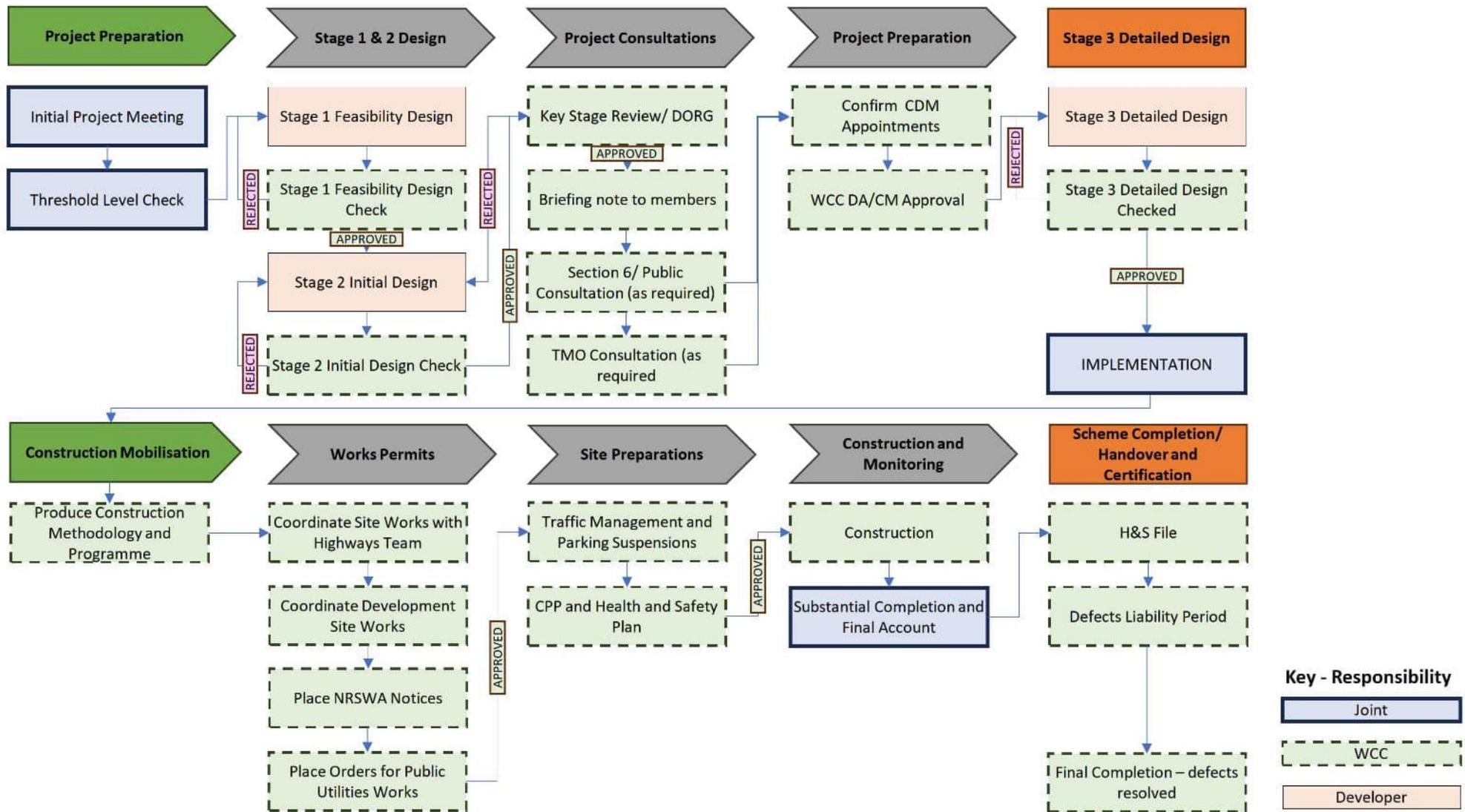
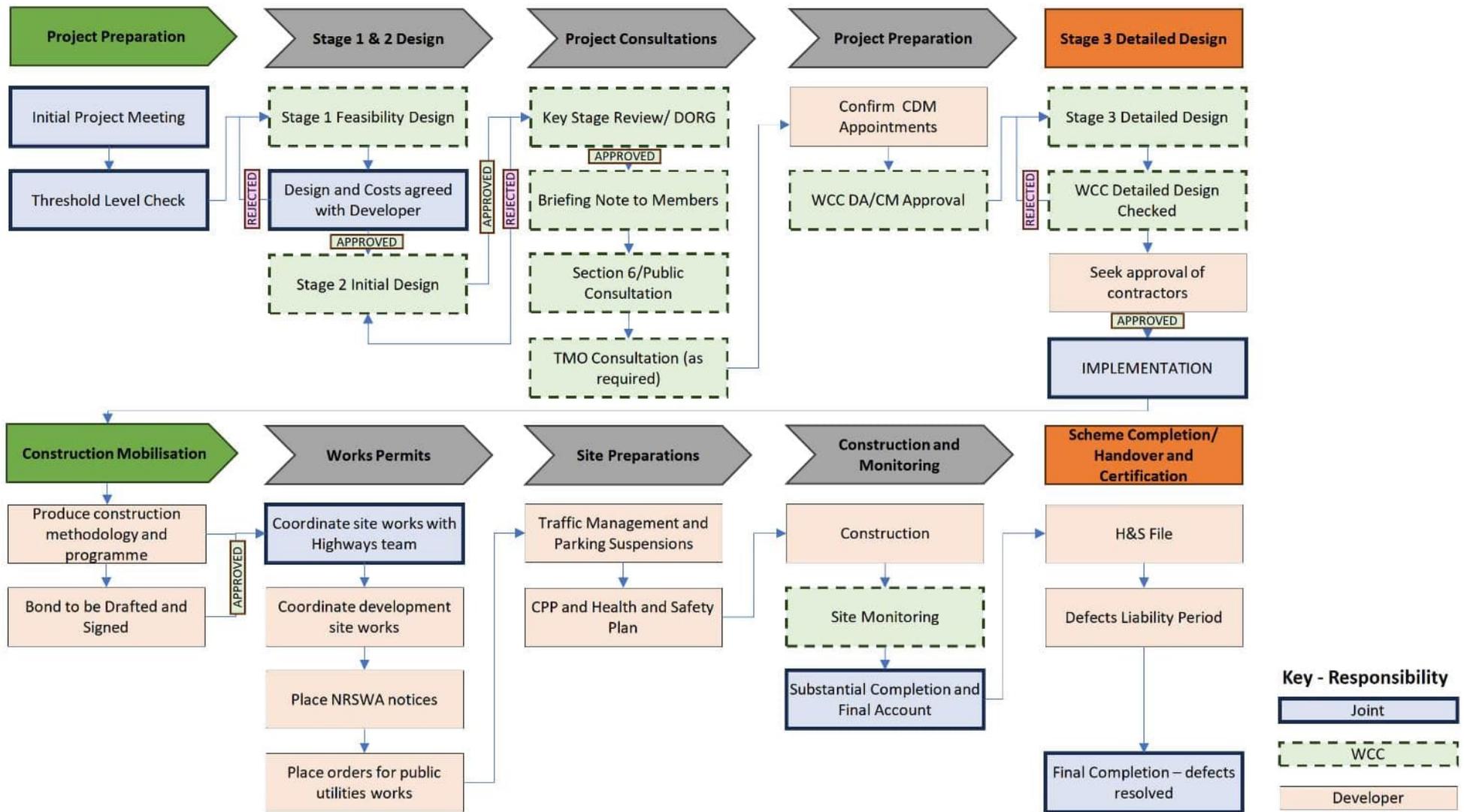


Figure 4 - Delivery Option 4: The City Council designs the scheme and the Developer implements the scheme



## 2.2 Project Responsibilities, Contract and Fees

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### Westminster City Council Highway and Transportation Services Contract

Design and Implementation of highway works by the City Council will be delivered via the City Council's framework contract with their Service Provider and their partners.

The Service Provider is currently engaged with the City Council under a bespoke version of the New Engineering Contract (NEC 3) Option B (Priced Bill of Quantities). This contract apportions risk such that the responsibility for quality rests with the Service Provider, who is 'self-monitoring.'

There are benefits to all parties in using the contract in so much that all design, consultation, CDM, management and defects liability would fall under the remit of the Service Provider.

If the Developer wishes a project to be designed or implemented by the City Council, then they must engage first with the City Council, who will then instruct their Service Provider to undertake the agreed works. All instructions to the Service Provider must come through the City Council.

### Works Delivered by External Designers and/or External Contractors

Depending on the selected Highway Works delivery model for the scheme, the Developer is responsible for ensuring that the approved Principal Designer and approved Principal Contractor operate and conform with all reasonable requests as required by Westminster City Council as the Highway Authority, under the terms of their respective legal obligations.

### Fees Payable by the Developer to Westminster City Council

The Developer is responsible for all costs and fees, including all technical, administrative, procedural, and legal costs incurred by the City Council on S106/S278 schemes, with the activities outlined below for clarity:

- **Threshold Level checking fees.** include all costs incurred in the threshold-level checking process. The review is a time charge activity and is normally based on two iteration reviews by WCC. Additional reviews are subject to additional fees and will be agreed upon by compensation event.
- **Design fees:** feasibility design is a time-charge activity. Initial design and detailed design are subject to percentage value calculation based on the projected works cost as per the terms of the NEC3 Option B bespoke framework contract with the service provider.
- **Design checking fees:** feasibility design review, initial design review and detailed design review are all charged as a time charge activity and are normally based on two iteration reviews per stage. Additional reviews are subject to additional fees and will be agreed upon by compensation event.
- **Traffic Management orders and Temporary traffic orders:** Project-related permanent and temporary amendments to traffic orders and associated costs are attributable to the developer.
- **Consultation:** The Developer is responsible for all costs associated with public consultation and details of consultation type will depend on size and complexity of the project and will be agreed by WCC officer.
- **Estimated works cost:** includes contractor term rates, public utility costs, temporary traffic order cost and risk and contingencies.
- **Monitoring and Defects Period:** All the City Council's costs associated with monitoring construction and, post substantial completion, a defects liability period of two-years. Note that any highways defect associated with the development arising in this period will be rectified immediately by the Developer at no cost to the WCC.

Fees and costs associated with commuted sums are explained in section 4.

## 2.3 Construction (Design and Management) Regulations 2015

Construction (Design and Management) Regulations 2015 (CDM 2015), enforced by the Health and Safety Executive (HSE), enhances construction safety through early planning and improved communication. It is expected that the Developer is fully aware of their duties under CDM 2015 regulations and that their selected Principal Designers and Principal Contractors meet the requirements of appropriate skill, knowledge and experience to undertake their roles. Under CDM 2015 regulations, the designer must be deemed competent and must be a Highway Engineer Designer. The CDM 2015 roles and responsibilities for each WCC Highways Works delivery model are provided in **Table 2**.

As per CDM 2015 regulations, for all delivery models, the Principal Designer ensures collaboration, creates a health and safety file, and addresses health and safety requirements during construction. All designers, including the Principal Designer, must do what they can to eliminate risk or control safety and health risks and update the health and safety file as needed.

The Principal Contractor, once approved (see section 6), plans, manages and monitors the project, conducts risk assessments, implements safety measures, and provides resources and information to contractors and workers.

**Table 2 - WCC Highway Works Delivery Models**

Delivery Option Process	Client	Technical Approval	Principal Designer		Principal Contractor	
			WCC	Developer	WCC	Developer
1	Developer	WCC		X		X
2	WCC	WCC	X		X	
3	Developer for Design/ WCC for Construction	WCC		X	X	
4	WCC for Design/ Developer for Construction	WCC	X			X

The Developer's proposed appointment for 'Principal Contractor' should consider whether the contractor has the experience and competency to deliver the required infrastructure improvements to the expected design and quality standards of WCC.

Client responsibilities for the completion of the Health and Safety file at Substantial Completion stage of the Highways Works is provided in section 8.

The criteria for the approval of Principal Contractors is provided in section 6.

# 3 Design Approval Process

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# 3.1 Design Check Stages and Approvals

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As Highway Authority, Westminster City Council is responsible for ensuring the safety of all users of the public highway. Westminster City Council (WCC) maintains a duty of care and statutory obligation, necessitating close involvement in the design process and retaining ownership of decision-making. As such, there is a requirement for the council to approve highway schemes at each design stage before progression to implementation.

The WCC design approval process follows the design stages outlined in section 2. Formal approval for a scheme entails review at Stage 1 Feasibility Design, Stage 2 Initial Design and Stage 3 Detailed Design to ensure alignment with objectives and prevent adverse impacts on other council services or stakeholders.

Set out below is a summary of the design checks required, all of which require the developer to gain approval from WCC before progressing to the next design stage or commencing the highway works.

## Determination of Threshold Levels

Correct threshold levels are crucial to ensure building and highway interfaces are acceptable. Well-considered threshold levels will mitigate onward issues and discrepancies and the need for potential building modifications. They also ensure proper drainage and improve mobility for all those who use the highway and developments. The Developer must obtain WCC approval for threshold levels before commencing development works, as outlined in their planning agreement. The Threshold Level review will be undertaken by the City Council's service provider following the agreement on fees. The fee may vary based on project complexity. In the event of threshold levels changing during construction the developer is required to resubmit the design for a new threshold levels approval.

The list of information to be provided by the Developer is provided in Appendix A.

## Stage 1 Feasibility Design

For Stage 1 the designer will be required to prepare a feasibility design package, all technical drawings should be provided in AutoCAD and PDF format. Failure to meet these requirements may delay the progress of the design check and approvals process. Once the City Council's highway officers are satisfied that the proposals are acceptable, they will agree for the design to progress to Design Stage 2 – Initial Design.

In some instances, for simpler projects, Design Stage 1 and 2 design can be combined, but this will be at the discretion of the highway officer. This option should be discussed and agreed upon at the Initial Project meeting. Note, the combination of stages will not reduce the detail required to be supplied to WCC to secure approval for the scheme, i.e. trial holes data, basement surveys data, etc.

The list of information to be provided by the Developer is provided in Appendix B.

## Stage 2 – Initial Design

Following approval of Stage 1 Feasibility Design, the preferred design will be resubmitted with updated information to a pre-construction design level for contractor estimation and consultation.

Once the initial design pack has been prepared it will be subject to a Key Stage Review (KSR) to provide WCC officers from various teams an opportunity to comment on the design proposals. This may also require presentation to and approval from the Design and Operations Review Group (DORG) depending on the size and complexity of the works and advised by the WCC officer. A DORG submission is usually required for high-profile projects or schemes with a work's value of more than £250,000.

Additionally, the scheme will be subject to a Section 6 Consultation to allow statutory bodies and key stakeholders an opportunity to comment on the design proposals. Proposed changes to Traffic Management Orders will also require (TMO) consultation to agree on proposed changes to parking and loading restrictions.

For the consultation process, depending on the complexity and public sensitivity to the proposed highways changes, additional plans may need to be produce in a format that is legible to the general public. This may include additional information/ descriptions of the scheme proposals, timelines etc.

In circumstances when non-standard materials are agreed upon, a commuted sum may be required for ongoing maintenance of the scheme, see section 4. Payment of the commuted sum will be required before continuing onto Stage 3 Detailed Design.

Once the City Council's highway team is satisfied that the proposals and submissions are acceptable, a Cabinet Member or Delegated Authority report will be prepared to obtain formal approval to proceed with detailed design and implementation. A decision will then be issued advising the Developer of the outcome. WCC officers will draft the Cabinet Member or Delegated Authority report, with the Developer providing as required any drawings, artwork or other supporting information to enable the report to be produced.

The list of information to be provided by the Developer is provided in Appendix B.

### Stage 3 – Detailed Design

Upon formal approval of the Stage 2 Initial Design and completion of the Section 6 Consultation, detailed designs must then be produced. All previous drawings are to be resubmitted with additional drawings as required along with updated information to confirm the detail of the proposed design.

The list of information to be provided by the Developer is provided in Appendix B. This information must be of a standard and clarity to enable a competent contractor to efficiently carry out its construction with limited further input from the Designer. This information will be checked by designers appointed by the City Council at the Developer's cost and approved by officers.

### Project Stages and Typical Durations

To ensure highway designs align with both the City Council's and the Developer's expectations, the design development process should follow three distinct design stages.

To ensure highway works are delivered prior to development occupation it is strongly recommended that the Developer engages with the WCC as soon as practicable to discuss the delivery route and set out the likely timelines. A generic programme is provided for reference in Appendix C.

It should be noted that durations provided in the generic programme are to aid initial programme estimations only, and will change depending on project size, complexity etc. Developers also need to account for external factors that can affect their project timeline, including project-specific time allowances, material lead-in times, mobilisation periods, procurement, design adjustments after review and consultation, pre-election periods, WCC team agreement, commissioning and the resolution of legal and contract issues. Timelines should be discussed at the Initial Project Meeting once the scope and scale of the scheme has been fully appraised, giving both WCC and the developer an opportunity to identify a more considered and pragmatic timeline.

# 4 Design Considerations

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# 4.1 Design Standards, Guidance, Policies and Compliance

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## Introduction

When developing a scheme within Westminster City designs must comply with current standards and guidance as set out within the following but not exhaustive list. Designers should consult Westminster City Council officers for guidance on any policy issues influencing or constraining designs in a specific area.

### Westminster City Council Documents:

- The Westminster Way - Public Realm Strategy (2011), Design principles and practice and the emerging replacement 'Public Realm Guidance Supplementary Planning Document (SPD)', once adopted;
- The Highways Planning Guide - sets out the standards and practices and applicable to developments within the City of Westminster.
- Westminster's 'City Plan 2019-2040' and associated documents
- WCC Standard Detail drawings;
- Footway Pavement Design guide with consideration of carbon reduction approved material schedule list- sets out what specification of paving should be used on any site to ensure the longevity of the material and to reduce disruptive maintenance works.
- WCC Drainage Design and Construction Guide for Highway Drainage

### Other Standards and Guidance:

- Design Manual for Roads and Bridges guidance documents;
- The Traffic Signs Regulations and General Directions 2016;
- Department for Transport (DfT) Guidance notes;
- Transport for London (TfL) guidance notes;
- Manual for Streets (DfT) and Manual for Streets 2 (CIHT); and
- All other suitable and current guides.

The City Council has created the 'Specification for Materials and Workmanship' based on the Department for Transport's 'Specification for Highways Works' tailored to its requirements. All public highway works must adhere to this specification.

## Drainage and Sustainable Drainage Systems (SuDS)

The City Council has established a comprehensive procedure for assessing and addressing flood and drainage risks within its network, aligning with the Flood and Water Management Act (2010)- Schedule 3.

Westminster City Council is advocating the use of Sustainable Drainage Systems (SuDS) in all highway projects to improve surface water management, focusing on water quantity, quality, biodiversity, and amenity. SuDS should be designed to emulate natural processes by managing rainfall close to its source, employing local storage to reduce runoff, or facilitating groundwater infiltration. The WCC officer will determine the best method to integrate SuDS into developer-led highway projects. The government aims to make SuDS inclusion mandatory in all new developments as part of Schedule 3 implementation.

## Road Safety Audits (RSA)

The City Council serves as the overseeing organisation for all public highway-related works. Road Safety Audits must be conducted by a competent and independent Road Safety Auditor, following DMRB GG 119 (rev 2). The City Council retains the option to commission an independent Road Safety Audit, at the Developer's cost, if there are concerns about aspects of the scheme that are considered not adequately addressed in the Developer's audit.

## Equality Impact Assessment (EQIA)

Section 149 of the Equality Act 2010 imposes a legal duty, known as the Public Sector Duty (Equality Duty), on all public bodies, to consider the impact on equalities in all policy and decision-making. Highway design should therefore consider Equality to ensure projects do not discriminate against the protected characteristics of:

- Age
- Disability
- Gender
- Marriage and civil partnership
- Sexual orientation
- Pregnancy and maternity
- Race
- Religion or belief
- Sex

The simplest way to comply with this legislation is to ensure all design or work proposals are subject to an Equality Impact Assessment and this should be provided to the City Council for review and approval during Stage 2. If this is not completed by the Developer, they will be required to fund the assessment to be carried out by WCC Term Consultants, and if required, make adjustments to the scheme designs as identified by the impact assessment.

## Underground Structures and Public Utility Plant

Within Westminster, the public highway contains various structures, such as cellars, vaults, piped subways, tunnels, and numerous cables, pipes, coal chutes and ducts owned and maintained by landowners, public utilities and statutory undertakers. Notably, the City Council lacks records of privately owned underground structures or public utility equipment.

Designers must therefore identify all underground structures and equipment, understand their impact on proposals, and assess the cost and implications of relocating services if required.

When improvement schemes affect underground structures, they typically need structural integrity inspections following Technical Approval processes (TA1) undertaken by WCC. All associated costs with investigations must be covered by the Developer in advance.

Coal chutes, and associated covers etc, are considered a protected heritage asset within the Westminster public realm and as such there will be requirement for the designer to incorporate and protect these features if they are present within the affected highways.

Assets may contain asbestos and therefore developers should consider this within any risk registers, method statements for investigative works etc. Information on how to identify and manage asbestos can be found at the HSE website:

- <https://www.hse.gov.uk/index.htm>

## Public Lighting and Electrical Design

Development works will often obligate the developer to improve the public lighting or consider the introduction of electric vehicle bays associated with the development. To ensure that public lighting and electrical designs are progressed to meet the desires of both the City Council and the Developer, designs must also follow the three distinct design Stages. In these instances, the developer must ensure a competent lighting professional is in position to meet the requirements of the City Council.

Design items to be considered through the design Stages will include:

- Westminster Skill and Care Certificate
- Scheme Plans
- Lighting Design Calculations
- Energy and Carbon Calculations
- Cable Calculations
- Foundation details
- Whole Life Costing Calculations
- Summary of Equipment proposed

- Designer and Construction risk assessments
- Project specification for works and standard details
- Contractor HERS registration details
- Evidence of Buildability checks
- Wayleave / Listed building consents/applications where required
- Inventory data sheet – showing changes amendments and removals – Required at the detailed design Stage.

A summary list of requirements is provided in Appendix D, and the full required specification, standard details and considerations for design for each design stage provided at Westminster Street Lighting website:

- <https://www.westminster.gov.uk/roads-and-travel/street-lighting>.

## Street Naming and Numbering

When a building project creates a new thoroughfare or building, the developer has to apply to WCC to give a name to the street, and a name or number to the building.

Emergency services need to be able to find a property easily. We need buildings to be named and numbered conventionally and marked clearly. Guidance is provided at the following website:

- <https://www.westminster.gov.uk/roads-and-travel/roads-and-highways/street-naming-and-numbering>

## Construction Waste Management Plan

A Construction Waste Management Plan should be prepared by the Developer during Stage 2 Initial Design and issued to the City Council for approval. This plan should provide details on the sustainability of the project advising on where materials and street furniture can be reused or recycled. The cost of creating the Construction Waste Management Plan and transporting/storing any materials for reuse or recycling is expected to be met by the Developer.

## Greening, Landscaping & Trees

In alignment with Westminster Open Spaces and Biodiversity Strategy, the City Council is keen to promote Green infrastructure with the introduction of living walls and roofs across the City with an emphasis on public access and visibility. Westminster particularly encourages green infrastructure in areas where there is a lack of greenery and where people have fewer opportunities to have contact with nature. Design considerations should include:

- Protecting existing plants and green assets;
- Increasing green spaces and green infrastructure;
- Promoting biodiversity and wildlife;
- Use of approved, high-quality maintainable vegetation; and
- Social value benefits.

The WCC team can be contacted via:

- Email: [streetandparktrees@westminster.gov.uk](mailto:streetandparktrees@westminster.gov.uk)

The developer will need to ensure that street lighting is not blocked or obscured by the landscaping proposals. In some cases it will be necessary for the developer to produce a lighting model/assessment to confirm that street lighting levels remain at approved levels, and where necessary adjust the scheme or make changes to street lighting as required to mitigate any scheme impacts.

## Carbon Offsetting

The City Council is committed to the offset of carbon and is taking action to make the City more sustainable. Westminster City Council is working with leading landowners and developers to create a sustainable City charter to cut emissions. Highway

designs should therefore consider the use of renewable energy technologies, the reuse of existing materials where feasible and the use of electric vehicles & other sustainable transport methods.

Some development projects may be required to contribute to Westminster's carbon offset fund which will then allocate funds to local carbon-saving projects, in accordance with Greater London Authority (GLA) guidance and Westminster's carbon reduction targets.

Further guidance is available at the following website:

- <https://www.westminster.gov.uk/media/document/carbon-Offset-fund-guidance>

## On Street Parking

The City Council has a policy to manage the use of its kerbside space to ensure that the needs of both residents and businesses are met. This includes provisions for electric vehicle charging points and cycle parking, as well as initiatives to promote greener transport.

Any designs affecting the current parking provision in a street, or an area must be discussed and agreed upon with the City Council's Street Parking teams.

The City Council may request a parking study to be undertaken to maximise space and for any displaced parking to be relocated to adjacent streets or areas. In cases where parking spaces need to be revoked, the City Council may consider a contribution to a fund for a wider investigation into alternative parking places, as well as initiatives for electric vehicle charging points and cycle parking. This will ensure that the City Council can continue to promote and deliver fair and sustainable transport services.

The WCC Parking Team can be contacted via:

- Email: [parkingsuspensions@westminster.gov.uk](mailto:parkingsuspensions@westminster.gov.uk) or
- Telephone: 020 7823 4567

## Traffic Signals Construction

All traffic signal works within London are managed by Transport for London (TfL). TfL has agreed delivery timescales for different types of installation that can be up to 30 weeks in duration. The Developer is therefore advised to consult TfL at an early stage to book a slot in their Programme, which may involve advance payments.

The TfL response desk can be contacted via:

- Email: [AssetOperationsResponseDeskSwitchout@tfl.gov.uk](mailto:AssetOperationsResponseDeskSwitchout@tfl.gov.uk) or
- Telephone: 0203 054 3111

## Non-Standard Materials and Commuted Sum

Designers may propose alternative non-standard materials, but these must first receive City Council endorsement and will normally require a commuted sum.

In circumstances when non-standard materials are agreed upon, a commuted sum may be required for ongoing maintenance of the scheme. This will normally apply when the Developer proposes to use items that are more expensive to replace/maintain than the original material and/or do not form part of the usual City Council palette of street furniture or materials and as a result, the ongoing maintenance costs are predicted to be higher. WCC will determine this additional cost with consideration to the following, with payment required at the end of Stage 2, and prior to construction commencing:

- Asset Class:
  - Highways- this includes carriageways, footways, drainage, street furniture and ancillary items.
  - Public Lighting – this includes columns, wall-mounted units, heritage, architectural, and feeder pillar.
  - Bridges and Structures – this includes bridge structure, bearings, joints, and waterproofing.
- Pricing Element; as defined in WCC approved schedule of rates.
- Unit; this is the unit of measurement for each pricing element.
- Lifecycle; this is the lifecycle period in years for each asset element i.e., the time to the next major renewal.

- Analysis Period; whilst not required, an analysis period will be established to the longest lifecycle period of all asset classes to calculate a maintenance profile.

If the City Council is implementing the scheme, the Developer will be expected to pay the Estimated Works Costs in advance of the works commencing. However, a commuted sum may still be required for ongoing maintenance of the scheme where enhanced or non-standard items have been used at the Developer's request.

# 5 Project Consultations

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# 5.1 Briefings and Reviews

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The City Council, as the Highway Authority is entrusted to ensure the highway is suitable for road users. Design approval is required at each design stage with a Key Stage Review (KSR), informal consultation (Section 6) and the completion of a Road Safety Audit (RSA) where necessary at the end of the Initial Design (Stage 2) to aid approval of proposed designs by the City Council.

## Member Briefing

The Briefing to the City Council's Cabinet Member will be based on an approved Stage 2 Initial Design. If required, the developer designer may be required to submit additional details to support the briefing process.

## Key Stage Reviews

Scheme proposals must comply with City Council policy, local, and national regulations. A Key Stage Review (KSR) involves sharing an approved design package with highway departments for review and comment, typically within 10 working days, to ensure alignment across all disciplines.

This review usually occurs at the end of Stage 2 Initial Design but may occur earlier for advance input. For large or complex projects a presentation to the Design and Operations Review Group may be required.

The Design and Operations Review Group (DORG) is an officer group that oversees material and layout performance on the City's streets. The assigned Westminster Highways Officer will be able to provide guidance on timetable for DORG meetings. It aims to maintain the street scene's integrity, reduce long-term maintenance issues associated with certain materials, and manage material availability for urgent repairs and long-term maintenance. Presentation of the proposals is usually carried out by the Developer and followed by a discussion of the key items and design/ materials considerations.

The City Council will facilitate consultation in respect of the highway works with statutory bodies and key stakeholders including residents and businesses nearby. The form of consultation may vary from leaflet drops across an area agreed with City Council Officers, to exhibitions, workshops and forums depending on the nature and potential impact of the scheme. All consultation material must be provided by the Developer. The method of consultation required will be confirmed by the City Council following the completion of Stage 2 Initial Design.

Public consultations are now hosted on the Common Place website. Feedback from the public consultation process at the end of Stage 2 Initial Design, will need to be considered for inclusion in Stage 3 Detailed Design.

## Traffic Management Orders (TMO)

Any modifications to Traffic Management Orders must adhere to the statutory procedure outlined in Section 6 of the Road Traffic Regulation Act 1984. Upon the Designer notifying the City Council of the proposed changes, the Council will carry out the necessary duties as stipulated by the Act.

This process involves a consultation period where the Designer is required to provide drawings and justification for the proposed changes. Subsequently, the Designer will be required to provide commentary on the consultation responses within the Objections Report. The duration of the consultation process is typically 8-12 weeks, depending upon the volume of responses.

Note, that it is WCC policy that road closures for construction works are considered as a last resort when all other traffic management options to enable the proposed works are exhausted. Design approvals, granted by Delegated Officers or Cabinet Members, are distinct from Planning Permission and not automatic. Public highway projects are approved based on policy compliance, user impact, and stakeholder input received during consultation..

# 6 Contractor Mobilisation And Site Preparation

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# 6.1 Procedures for Westminster City Council Highways Projects

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## Approval of Contractors

The City Council must ensure public safety during highway improvement projects by ensuring highway contractors are competent and adhere to national and local standards. To facilitate this, Developers must submit written approval requests for their chosen contractors and provide evidence as required in digital format before highway construction works can begin.

Contractor approval submissions should include the following:

- Company name and address
- Provide evidence and two contactable references where the company has undertaken work of comparable size and nature on the public highway on behalf of a local authority within central London
- £10M Employers Liability Insurance (min)
- £10M Public Liability Insurance (min)
- £5M Professional Indemnity Insurance (min)

All proposed highway Contractors must be approved by the City Council's highways team to ensure competency and must comply with the Westminster City Council Code of Construction Practice, February 2022, and provided at the website link below.

- <https://www.westminster.gov.uk/media/document/code-of-construction-practice-february-2022-4pdf> .

## Provision of a Bond or Insurance

If the Developer is proposing to implement the scheme, a Bond will be required to protect the City Council against any risk arising from the scheme construction and ongoing maintenance during the defects liability period. This will usually be valued by the City Council at a minimum of 1.5 times the City Council's estimated works cost to ensure sufficient funds are available to cover the full cost, at any time, of reinstating the highway to public use, or of completing the scheme.

## Works Programme, Construction Methodology and Traffic Management

Once the scheme has been formally approved by the Cabinet Member or by the Delegated Authority, a Construction Phase plan detailing the Highway works programme, construction methodology and traffic management strategy must be sent to the City Council for approval. There is usually a clause within the S106 agreement that specifies the timelines to submit these in advance of highway works. These timelines must be adhered to.

## Permits and Coordination with Other Schemes

To ensure smooth coordination and minimise disruptions to traffic and pedestrians, the Developer should ensure construction dates are aligned with an approved works programme. Road space scheduling should be considered with other highway projects.

For a better understanding of when highway work can commence, it is advisable to engage with the City Council Highways Licensing team early on in a project.

All roadwork must adhere to the 'Permit to Work' procedure outlined in the London Permit scheme guidelines with all highway works falling into the category of either Major, standard or minor detailed below in **Table 3**.

Table 3 - Permit to Work Categories

Permit Type	Condition	Minimum lead-in time
Major	11+ working days OR any duration that requires a road closure	Provisional Advanced Authorisation (PAA) requires 3 months' notice
Standard	4-10 working days with no road closures	Minimum 10 working days' notice
Minor	Up to 3 working days on-site with no road closures	3 working days before works start

To confirm road space availability, agree on permits and address site-specific needs, please contact the Highways Licensing team at 020 7641 2000.

The City Council has the authority to issue fines to organisations for starting works in advance of these agreements or exceeding the programmed duration of highway possession.

The Developer will need a licence to put building apparatus or machinery in the road or on the pavement (i.e. on the public highway). This includes things like scaffolding, construction fencing, cranes and cherry pickers.

Full details of the process is available at the website link below.

- <https://www.westminster.gov.uk/roads-and-travel/roads-and-highways/temporary-structure-crane-and-road-closure-licences/apply-temporary-structure-road-closure-or-crane-licence>.

### Traffic Management Act Notifications

Where roadworks are expected to impact upon the Transport for London Road Network (TLRN), two separate submissions to the Transport for London Network Assurance Team may be required. These submissions will normally be supported by detailed design drawings and traffic modelling. All costs of this submission will be met by the Developer. Approval periods for each application can vary and should be considered in consultation with TfL. The Traffic Management (TMAN) Plan must be submitted alongside the approved Design Stage 3 Detailed design pack and approved before work can commence on site.

Details of submission requirements are provided within the TfL Temporary Traffic Management Handbook linked below.

- <https://tfl.gov.uk/info-for/suppliers-and-contractors/traffic-management>

### Temporary Traffic Orders

Any temporary changes to the traffic regulation orders will need to be subjected to the statutory procedure as set out in the Road Traffic Regulation Act 1984. Once the designer has made the City Council aware of the changes the City Council will undertake the duties required under the Act. This will involve a notification period for which the designer may be required to provide drawings and justification for the changes. This process will usually take approximately 8 weeks and a charge will be levied for each order required. A temporary traffic order for road closure requires a 3-month consultation period.

Please reference the WCC website linked below.

- <https://www.westminster.gov.uk/highways-licensing/apply-temporary-structure-road-closure-or-crane-licence/cranes-and-temporary-traffic-orders-tto>

### Parking Suspensions

Works on the public highway will likely require parking bays to be suspended to accommodate plants or to provide a safe working zone. Any parking suspensions will need to be applied for at least 10 days before they are required, at the developers cost.

Application forms and information about fees for suspensions can be found on the City Council's website at the website linked below:

- <https://www.westminster.gov.uk/parking/suspensions-dispensations-and-skips/parking-bay-suspensions>

## Public Utilities

The Developer will be responsible for procuring all Public Utility works required as part of the scheme. Most public utility companies now require payment in advance for services, supplies and diversions, and most have a lead-in time for the supply of services of between 6 and 12 weeks.

All electrical supplies to street furniture must be provided by the current appointed Electricity Network Management organisation (currently UKPN). No other body is currently permitted to work on or connect to the electricity network.

New connections to Thames Water sewers will require formal approval from Thames Water. Developer will be responsible for all approvals and implementation of works.

The City Council will be responsible for placing orders with the supplier for all new supplies, disconnections, and transfers to street furniture unless the Developer is implementing the works, in which case, the Developer will be responsible for coordination of the works with the supplier. This activity can have a substantial impact on programming so should be carefully considered when planning the works. The City Council has no means of controlling Public Utility works.

# 7 Construction and Monitoring

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# 7.1 Construction Guidelines and Site Management Protocols

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## Construction

The scheme must be constructed by the agreed programme of works. Monthly progress reports and coordination updates must be submitted to the City Council. Promptly inform the City Council of any construction delays, unforeseen ground conditions, or events affecting the design or schedule.

As per the clauses within the S106 agreement, the City Council may inspect the site to ensure work meets the required standards. If issues are found, the Developer must address them promptly. This should be considered in the Construction Phase plan.

Material testing may be required at the Developer's expense to ensure compliance with designs and specifications. Results will be submitted to the City Council for review.

The progress report should include a statement on work progress, a programme, an issues log, and an accident register as well as photos where necessary. Notwithstanding any statutory duty, all accidents or incidents must be reported to the City Council's officer at the earliest possible opportunity.

## Site Management

To ensure the safety of all road users, Westminster City Council will require the contractor to maintain a clear and tidy works site at all times, compliant with the agreed traffic and construction management plans.

Westminster is the location for many parades and other public events throughout the year. The City Council works closely with the Metropolitan Police and other bodies to reduce the opportunity for crime and disorder resulting from these activities.

In fulfilling its duty of care, the City Council can take immediate action if it identifies activities or on-site work that could be exploited by individuals to escalate public disruption and disorder. This action could include immediate suspension of the works and a requirement for the site to be made safe and cleared of all materials. Any instructions of this nature and the costs of any consequent actions will have to be funded by the Developer.

In fulfilling its duty of care, the City Council can take immediate action if it identifies activities or on-site work that could seriously endanger public safety or contribute to crime and disorder. This action may involve suspending work and mandating site safety measures, with all associated costs borne by the Developer.

# 8 Scheme Completion

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# 8.1 Handover Procedures, Health & Safety Compliance, and Defects Liability

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## Substantial Completion Handover and Certification

Nearing substantial completion of the scheme a site meeting is to be arranged to formally agree on the substantial completion of the scheme. A Substantial Completion Certificate should be completed no later than 14 days after the suggested substantial completion of the works. Any defects and outstanding aspects of construction and obligations to repair due to consequential damage will be detailed on the substantial completion certificate, and tracked until such point that the developer resolves the respective defect. On Substantial Completion, the Bond will be reduced to 10% of its value.

The Developer remains responsible for their site and any damage caused by a third party until such point that the highway has been confirmed as substantially complete by the City Council.

## Completion of Health and Safety File (CDM 2015)

As part of the handover of the project to the City Council, and as required under CDM 2015, the Principal Contractor is responsible for the submission of a Health and Safety file. The file should be prepared and submitted as a separate document in an approved format within two months of Substantial Completion. Principal Contractor will be required to submit the required Health and Safety File to WCC.

The Health and Safety File should include the following:

- As-built drawings
- Before and after photographs.
- Data Transfer Sheets (for updating the City Council's Geographical Information System)
- Material certificates
- Electrical test certificates
- Other relevant information requested by the City Council.

## Defects Liability Period

If the developer uses their own contractor to deliver the highway works, following the substantial completion of the scheme, the Developer will remain liable for the cost of repair of any defects arising during the defects liability period of 24 months. Westminster City Council regularly inspects all elements of the highway and any defects identified will be advised to the Developer in the first instance for agreement and remedy. Failure to resolve the identified defect may require the City Council's maintenance team to make good any defects and charge any expense back to the Developer.

## Final Completion

At the end of the Defects Liability Period a joint inspection will be carried out and subject to all existing defects having been addressed, the City Council will take back full liability for the maintenance and repair of the highway. Subject to WCC approval, at this stage, the remaining 10% of the bond will be released.

This does not remove any liability from the Developer or its Contractors of future claims as a result of longer-term issues or structural failures as a consequence of design or material defects.

## Invoices

The estimated fees and costs of the City Council checking and approving the Developer's submissions, designing schemes, undertaking statutory functions, and implementing schemes will be requested through an invoice which must be paid within 30 days. Upon payment of the invoice, the monies will be deposited into the City Council's accounts and recorded against a unique cost code for the project. WCC will not instruct their service providers to start work until funds have been received.

Invoices will be issued before each stage of the project i.e., feasibility, initial design, detailed design and implementation. Should there be an overspend, a request to the Developer for the overspend will be made via an invoice, in line with the authorising documentation and/or correspondence for the additional spend.

Upon completion of the project, the accounts will be reconciled. Any underspend will be refunded to the Developer.

# 9 Further Details

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## CONTACTS

Please contact the S106/S278 team and/or the designated Highways officer in the Public Realm team for all queries via email, [highwaysplanning@westminster.gov.uk](mailto:highwaysplanning@westminster.gov.uk)

## GLOSSARY

**Construction Methodology** – a report advising on how the highway project will be managed and constructed safely and efficiently.

**Controlled Pedestrian Crossings** – pedestrian crossing facilities operated by traffic signals and/or zig-zag markings. Notices must be published if providing, modifying, or removing a zebra or Pedestrian crossing in accordance with Section 23 of the Road Traffic Regulations Act 1984

**Dedication of Highway** – the dedicating of surface rights of land to the Highway Authority for the use of the public.

**Developer** – The is the applicant for Public Realm or Highway Related Improvements required and associated with a development, and usually requested to enter into a legal agreement with WCC to secure the works and delivery arrangements.

**Highway Project** – a project for the improvement or modification of the highway network to include highway, parking, traffic management, lighting, landscaping, and structural projects.

**Key Stage Review** – Is a design review process to allow WCC officers to assess the design proposals against the project's objectives. The review is then followed by a meeting to discuss any suggested recommendations and agree on engineering aspects of all highway projects.

**Project Definition/Initial Project Meeting** – The initial meeting held between officers and representatives of the Developer to agree on the objectives of the scheme.

**Design and Operation Review Group** – A group of officers who review and comment on streetscape proposals.

**Public Highway**- an area of land maintained by the Highways Authority, which is WCC.

**Stopping Up (of highway)** – the permanent adoption of public highway land by private parties to enable the implementation of planning permission.

**Westminster's City Plan 2019-2040**- sets out the planning policies for developing land, improving transport, and protecting the environment.

## REFERENCES

- Westminster's City Plan 2019-2040, City of Westminster, and associated documents (<https://www.westminster.gov.uk/City-plan-2019-2040-adopted-november-2020>)
- The Highways Act (Section 153, 177 and 179), HMSO, London 2020
- The Road Traffic Regulations Act, HMSO, London 2020
- The Traffic Act, HMSO, London 2020
- Guidelines for the Safety Audit of Highways, Institution of Highways and Transportation, London, 2021
- Guidelines for the Safety Audit of Highways, Institution of Highways and Transportation ISBN: 0902933221 ([www.iht.org](http://www.iht.org))
- Crime and Disorder Act, HMSO, London, 2020
- Designing out crime in Westminster, a guide to planning an attractive & safe environment, Crime Prevention, Development Division, Department of Planning & Transportation, City of Westminster, May 2020
- Public CCTV Systems, Guidance for Design and Privacy, Development Planning Services, Department of Planning & Transportation, City of Westminster, August 2020
- Metric Handbook, Planning and design data, Third Edition, ISBN 0 7506 0899 4,
- Planning and Access for Disabled People – A Good Practice Guide, Office of the Deputy Prime Minister, HMSO, December 2007

- BS 8300:2009 Design of buildings and their approaches to meet the needs of disabled people, Code of practice (paragraph 5.8), London, 2009 (<http://bsonline.techindex.co.uk>)
- Part M of the Building Regulations, Access to and use of buildings, 2019 Edition, (paragraph 1.26), Office of the Deputy Prime Minister, London, July 2019 ([www.odpm.gov.uk](http://www.odpm.gov.uk))
- Inclusive Mobility, A guide to best practice on access to pedestrian and transport infrastructure, Department for Transport, London ([www.dft.gov.uk](http://www.dft.gov.uk))
- Design for deliveries, Including a planner's guide to truck turning and manoeuvring, ISBN 0 902991 22 1, Freight Transport Association, Tunbridge Wells, October 1998
- The London Plan, Greater London Authority, London 2021
- ([www.london.gov.uk/mayor/strategies/sds/index.jsp](http://www.london.gov.uk/mayor/strategies/sds/index.jsp))
- Residential Roads and Footpaths, Layout considerations, Design Bulletin 32,
- Westminster Way Public Realm Strategy, Design principles and practice 2011, and the emerging replacement 'Public Realm Guidance Supplementary Planning Document (SPD)', once adopted
- Supplementary Planning Guidance on Planning Obligations, and emerging Draft Planning Obligations and Affordable Housing Supplementary Planning Document (SPD)
- The Supplementary Planning Guidance on Planning Obligations, Guidance in the seeking of planning obligations and procedures for their completion, City of Westminster, April 2021, Draft only not yet adopted
- The Public Realm Management Manual, A public realm manual for the City, City of Westminster, April 2021, Draft not yet approved
- The Highways Planning Guide, A guide to providing assistance and information on highway matters relating to planning applications in the City of Westminster. April 2021. Informal guidance
- London Cycle Network Design Manual, ISBN 978-1-902193-02-3, Director of Environmental Services, Royal Borough of Kingston-upon-Thames, Guildhall 2, Kingston-upon-Thames, Surrey KT1 1EU, May 2014 ([www.tfl.gov.uk/streets](http://www.tfl.gov.uk/streets))
- Town & Country Planning Act, HMSO, London 2020
- The Construction (Design and Management) Regulations, HSE Books 2020.

## FEEDBACK

Your comments on this guidance will be welcomed and appreciated to ensure all views are considered and where appropriate included within this guidance. Any comments should be sent to the City Council at the following addresses:

Address:

- Highways  
Westminster City Council,  
64 Victoria Street,  
London SW1E 6QP

Email:

- [highwaysplanning@westminster.gov.uk](mailto:highwaysplanning@westminster.gov.uk)

# Appendix A: Threshold Level Review

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## Threshold Level Review – Levels Guide

Drawings indicating the proposed threshold levels and cross-falls relative to the proposed kerb line/kerb level are to be provided for review. WCC's Service provider will review the threshold levels to confirm that they will provide acceptable cross-falls (and kerb up-stands) around the development as defined in the Design Manual For Roads and Bridges. A technical note will be issued advising that the proposed threshold levels are acceptable.

### 1. Information to be provided by the developer:

Please provide a plan(s) in .dwg format and .pdf showing proposed levels at:

1. Carriageway channel;
2. Top of Kerb;
3. Thresholds and development interface levels
4. Highway boundary
5. Topographical survey (existing levels) in .dwg format and .pdf:

These levels are to be shown every 5m along the footway as a minimum and at locations of entrances or crossovers. Cross-section drawings are not required but can be provided for the threshold-level assessment if they contain the information above.

### 2. Threshold assessment (review criteria)

Threshold levels review will be assessed against the following parameters:

#### 2.1. Gradients

Footway crossfall:

<1.0% or >2.5%	Unacceptable Crossfall Grade
2.0% - 2.5%	Acceptable Crossfall Grade Complies with WCC standard
1.0% - 2.0%	Preferred Crossfall Grade – Complies with DFT inclusivity guidance

Carriageway channel /longfall :

<0.5% or >8.0%	Unacceptable Longfall Grade
5.0% - 8.0%	Acceptable Longfall Grade
0.5% - 0.67%	Preferred Longfall Grade

Carriageway Crossfall:

<1.0% or >5.0%	Unacceptable Crossfall Grade
1.0% - 2.5%	Acceptable Crossfall Grade
2.5% - 5%	Preferred Crossfall Grade

- The maximum footway crossfall at a pedestrian crossing should be no greater than 8.33% (1:12).
- The maximum ramp gradient on vehicle crossover should be no greater than 8.33% (1:12) with a preferred gradient of 5% (1:20)

#### 2.2. Kerb upstands

<100mm or >150mm	Unacceptable kerb upstand
=>100mm and <150mm	Acceptable kerb upstand
125mm upstand	Preferred kerb upstand

- The preferred kerb upstand is 125mm- This value can vary between 100mm-150mm to meet the crossfall / longfall requirements.
- The preferred kerb upstand is 0-6mm at pedestrian crossings.
- The preferred kerb upstand is 0-25mm at vehicular crossovers

#### 2.3. Concessions

Concession
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- Recommended concessions will be denoted in amber and will remain subject to WCC approval.

# Appendix B: Delivery Model Stages **Information** Requirements

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## Threshold Level Review and Design Stages – Information List

- Carriageway channel and top of kerb levels (existing and proposed)
- Building threshold and interface levels (proposed)
- 3D Topo Survey of the highway within the scheme boundary to the nearest adjoining gully with level information, door threshold levels at transitions, ramp and crossing point locations and existing and proposed gully positions (existing)
- Plan of highway maintainable boundary (existing and proposed)
- All files are to be submitted in both CAD and .pdf format

## Stage 1 Feasibility Design Outputs and Requirements

Document	Required Information
Site Clearance drawings	Detail existing material types, excavation depths below finish floor levels and proposal to remove or reuse street furniture as agreed
General Arrangement drawings	Carriageway/footway/kerb work proposals and proposed street furniture (Signage / Lamp columns / Benches / Bollards, fully detailed in the key with reference to each respective material /asset.
Vehicle tracking / swept Path drawings	Vehicle tracking/swept path analysis should be carried out using vehicles appropriate to the proposed highway design. Typical vehicles required include: <ul style="list-style-type: none"> <li>• Fire engine / Pumping appliance;</li> <li>• Refuse vehicle; and</li> <li>• Pantehnicon removal van.</li> </ul>
Existing gully catchment drawing	A catchment drawing should be provided to identify any potential drainage shortfalls within the proposed scheme's extent. As a rule of thumb, proposals should be made to introduce new gullies if the existing catchment area is greater than 300m <sup>2</sup> and in consideration of DMRB CG 501.

In addition to the Feasibility Design drawing package, the following documents should also be provided as agreed with WCC.

Ref	Stage 1 – Feasibility Design
S1.1	Topographical survey;
S1.2	Details of proposed basement works, (if required);
S1.3	Lighting survey;
S1.4	Drainage CCTV survey to all gullies with the proposed scheme extents as agreed in the Section 106 /278 agreement;
S1.5	Carriageway/footway condition survey photos;
S1.6	Statutory Authority Utility search information (Type C2);
S1.7	Service cover condition survey report and photos;
S1.8	Servicing strategy (as applicable);
S1.9	Traffic surveys (as applicable);
S1.10	Traffic modelling (as applicable); and
S1.11	Designer's Risk Assessment;
S1.12	A report that clearly describes and sets out the impacts of the scheme in terms of traffic capacity, parking, the street scene, greening, street management (i.e., how opportunities for crime and disorder are managed out), street lighting and other relevant issues.

## Stage 2 Initial Design Outputs and Requirements

Document	Required Information
Site Clearance drawings	<ul style="list-style-type: none"> <li>Detail of existing material types and excavation depths below finished floor level along with proposals to remove or reuse street furniture as agreed</li> </ul>
Underground Structures/ Basement Surveys (if required)	<ul style="list-style-type: none"> <li>Survey outputs (cover levels/ extent of structure/ pavement lights etc.)</li> </ul>
General Arrangement drawings	<ul style="list-style-type: none"> <li>Carriageway pavement material specification and meterage;</li> <li>Proposed footway material specification and meterage;</li> <li>Service covers to be identified in key with detail relating to proposed adjustments identifying (height change, diversion, or reinstatement);</li> <li>Kerb works visually identifying flush, transition, and full height kerbs with dimensions; and proposed street furniture including Signposts, Lamp columns, Benches, and Bollards all fully detailed in the key.</li> </ul>
Drainage and Ducting drawings	<ul style="list-style-type: none"> <li>Drainage drawings are to be provided with information identifying locations of proposed gullies and proposed connections.</li> <li>Proposed gully catchment area drawing to be provided.</li> </ul>
Construction Waste Management Plan	<ul style="list-style-type: none"> <li>Construction Waste Management Plan is to be provided to WCC for approval.</li> </ul>
Road Marking and Signage Drawings	<ul style="list-style-type: none"> <li>Information identifying the type and size of all lining and advance directional signs in accordance with TSRGD 2016. All proposed yellow lining is to be in primrose yellow;</li> </ul>
Public lighting design / electrical design	<ul style="list-style-type: none"> <li>Lighting design (e.g., type of column, layout, and connection details). Refer to the WCC Public Lighting Design Guide (as required);</li> </ul>
Road Safety Audit – Stage 1*	<ul style="list-style-type: none"> <li>Audit report and Designer's Response and amendments (as required)</li> </ul>

\*Combined Road Safety Audit Stage 1&2 must be agreed with WCC.

In addition to the Initial design drawing package, the following documents should be provided as agreed with WCC.

Ref	Stage 2 – Initial Design
S2.1	C3 /C4 estimates from all statutory authorities as required for services affected by highway proposals;
S2.2	Unpriced Bill of Quantities cost estimate and works cost risk register;
S2.3	Bond Agreement;
S2.4	Programme for onward design and work stages;
S2.5	Traffic Orders consultation and public consultation drawings;
S2.6	TMO Consultation Drawings with loss and gain table
S2.7	Lighting design (e.g., type of column, layout, and connection details). Refer to the WCC Public Lighting Design Guide (as required);
S2.8	Traffic signal design including the layout of ducting from TfL (as required);

S2.9	Underground structures/basement layout drawing (as required if basements are expected in the vicinity of the works)
S2.10	Trial hole reports are to be provided confirming suitable depth for the proposed construction and installation of, but not limited to; gullies, posts, and lamp columns;
S2.11	Stage 1 Road Safety Audit and Designer's Response and amendments (as required);
S2.12	Designer's Risk Assessment and updated Pre-Construction Information (PCI);
S2.13	Contractor risk assessment and construction phasing plans are to be provided and F10, Section 58 notifications made as required;
S2.14	Consideration of road closures and traffic diversion routes – including appropriate diversion signage;
S2.15	Landscaping Design (as required);
S2.16	Hostile vehicle mitigation Design proposals to be provided for review (as required);
S2.17	Contractor approval from Westminster City Council.
S2.18	TfL stakeholder agreement for works impacting the Strategic Road Network (SRN, TLRN) (as required);
S2.19	Westminster City Council Internal Key Stage review to be undertaken and design amended as required (in advance of Cabinet/DA approval as required)
S2.20	Public consultation is to be undertaken and the design amended as required (in advance of Cabinet/DA approval as required)
S2.21	Signed and approved Approval in Principle (AIP) Documents (for basement and highway structure schemes as required)
S2.22	Commuted sum agreements for nonstandard materials.

## Stage 3 Detailed Design Outputs and Requirements

Document	Required Information
Site Clearance drawings	Detail of existing material types and excavation depths below finished floor level along with proposals to remove or reuse street furniture as agreed
General Arrangement drawings	<p>Updated General Arrangement drawings are to be provided with updated keys and dimensions.</p> <p>Drawing(s) should include:</p> <ul style="list-style-type: none"> <li>• Carriageway pavement material specification and meterage;</li> <li>• Proposed footway material specification and meterage;</li> <li>• Service covers to be identified in key with detail relating to proposed adjustments height, diversion, or reinstatement;</li> <li>• Kerb works visually identifying flush, transition, and full height kerbs with dims; and</li> <li>• Proposed street furniture including Signposts, Lamp columns, Benches, and Bollards all fully detailed in the key.</li> </ul>
Setting-out information drawings	<ul style="list-style-type: none"> <li>• With Latitude and Longitude coordinates for street furniture including Signposts, Lamp columns, Benches, and Bollards</li> <li>• Service covers that are to be adjusted in height or diverted.</li> </ul>
Isopach / Cut and fill drawings.	<ul style="list-style-type: none"> <li>• Detailing cut and fill volumes as required for resurfacing works with significant reprofiling;</li> <li>• Ramps and pedestrian crossing points;</li> </ul>
Drainage and Ducting drawings	<ul style="list-style-type: none"> <li>• Drainage drawings are to be provided with information identifying locations of proposed gullies and proposed connections. Updated gully catchment area drawing to be provided (if required).</li> </ul>
Contour drawing	<ul style="list-style-type: none"> <li>• To be provided with information identifying high/low points.</li> <li>• Updated proposed gully catchment area drawing to be provided.</li> </ul>
Cross-sectional drawings	To be provided with cross falls information at regular 5m intervals.
Long fall section drawings	To be provided with corresponding chainage drawings
Standard detail drawings	To be provided for proposed footway construction types, carriageway construction, kerbing, street furniture, drainage, and access chambers.
Road Marking and Signage Drawings	<p>Information identifying the type and size of all lining and advance directional signs in accordance with TSRGD 2016. All proposed yellow lining is to be in primrose yellow;</p> <p>Information relating to new signs and street nameplates as required.</p>
Sign schedule	To be provided with information relating to new signs and street nameplates as required
Road Safety Audit – Stage 2 or combined Stage 1&2 (if agreed)	Audit report and Designer's Response and amendments (as required)
Equality Impact Assessment	Assessment of the scheme to consider the likely impact on the protected characteristics defined by the Equalities Act 2010, and where required, taking proportionate action to improve or mitigate potential impacts of the scheme.

In addition to the Detailed design drawing package, the following documents or copies should be provided as agreed with WCC.

Ref Stage 3 – Detailed Design

S3.1	Provided C4 estimates from all statutory authorities along with purchase orders for statutory authority works as required;
S3.2	Basement Survey, if required;
S3.3	Thames water consent confirmation for new connections to the sewer (as required);
S3.4	Programme for onward design and work Stages;
S3.5	Stage 2 Road Safety Audit and Designer's Response and amendments (as required);
S3.6	Westminster City Council Consents as applicable below; <ul style="list-style-type: none"> <li>• Contractor approval;</li> <li>• Confirmation of Road space agreements with licenses and permits as required;</li> <li>• Confirmation of approved amended Traffic management orders and proposed coming-into-effect dates (10-day minimum notice required);</li> <li>• Bond agreements</li> </ul>
S3.7	Updated Designer's Risk Assessment and updated Pre-Construction Information (PCI) pack
S3.8	Updated Programme of works;
S3.9	Updated Contractor risk assessment and construction phasing plans with Traffic Management (TMAN) Plans and diversion routes with signage;
S3.10	Confirmation of road space agreements including Transport for London (TfL) and TfL for works impacting the Strategic Road Network or requiring switch off of signals (as Required); <ul style="list-style-type: none"> <li>• Confirmation of road space agreements including TfL and TfL for works impacting the Strategic Road Network or requiring switch off of signals (as Required);</li> <li>• Issue and provide copies of the TfL TMAN Scheme/Works Notifications.</li> <li>• Confirmation of approved amended Traffic management orders and proposed coming-into-effect dates (10-day minimum notice required);</li> </ul>
S3.11	Committed sum agreements for nonstandard materials; and
S3.12	Signed and approved Approval In Principle (AIP) Documents (for basement and highway structure schemes as required).

APPENDIX C:  
TYPICAL WCC  
HIGHWAYS  
PROJECT  
DELIVERY  
PROGRAMME

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## Typical WCC Programme for a Threshold Level Review

Task Name	Duration	Start	Finish	Resource Names
<b>Generic Threshold Level Review Programme</b>	<b>113 days</b>	<b>Mon 01/01/24</b>	<b>Wed 05/06/24</b>	
<b>Stage 0</b>	<b>28 days</b>	<b>Mon 01/01/24</b>	<b>Wed 07/02/24</b>	
Receive Brief/workbook	0 days	Mon 01/01/24	Mon 01/01/24	WCC
Assign PM & Set up Project on Westforms	2 days	Mon 01/01/24	Tue 02/01/24	Service Provider
Read and Understand Brief	1 day	Wed 03/01/24	Wed 03/01/24	Service Provider/Designer
Arrange Inception Meeting	5 days	Thu 04/01/24	Wed 10/01/24	Service Provider/Designer
Project Inception Meeting	2 days	Thu 11/01/24	Fri 12/01/24	WCC/Designer
Finalise Workbook	2 days	Mon 15/01/24	Tue 16/01/24	WCC/Designer
Prepare Fee Proposal for Stage 1	7 days	Wed 17/01/24	Thu 25/01/24	Designer
FMC Review and Approve	3 days	Fri 26/01/24	Tue 30/01/24	Service Provider
Draft and Issue Stage 1 Programme Only	2 days	Fri 26/01/24	Mon 29/01/24	Designer
Issue Fee Proposal and Respond to Brief	0 days	Tue 30/01/24	Tue 30/01/24	Designer
WCC and Developer Review	5 days	Wed 31/01/24	Tue 06/02/24	WCC/Developer
Fee Proposal Accepted	0 days	Tue 06/02/24	Tue 06/02/24	WCC
Project Set Up	1 day	Wed 07/02/24	Wed 07/02/24	Service Provider/Designer
Issue PO to FMC	1 day	Wed 07/02/24	Wed 07/02/24	WCC
<b>Threshold level Check</b>	<b>85 days</b>	<b>Wed 07/02/24</b>	<b>Wed 05/06/24</b>	
Stage 1 - Feasibility Start	0 days	Wed 07/02/24	Wed 07/02/24	Milestone
Receive Threshold Proposals from the Developer	0 days	Wed 07/02/24	Wed 07/02/24	WCC/Developer
Check Package From Developer and Provide Comments (1st iteration)	2 wks	Thu 08/02/24	Wed 21/02/24	Designer
WCC review	5 days	Thu 22/02/24	Wed 28/02/24	WCC
Issue Review Comments to developer	0 days	Wed 28/02/24	Wed 28/02/24	WCC
Developer Response	3 wks	Thu 29/02/24	Wed 20/03/24	Developer
Check Package From Developer and Provide Comments (2nd iteration)	2 wks	Thu 21/03/24	Wed 03/04/24	Designer
WCC review	5 days	Thu 04/04/24	Wed 10/04/24	WCC
Issue Review Comments to developer	0 days	Wed 10/04/24	Wed 10/04/24	WCC
Developer Response	3 wks	Thu 11/04/24	Wed 01/05/24	Developer
Check Revised Design Package and Provide Comments if required (3rd Iteration if required)	2 wks	Thu 02/05/24	Wed 15/05/24	Designer
WCC Review	5 days	Thu 16/05/24	Wed 22/05/24	WCC
Conditional Sign off	0 days	Wed 22/05/24	Wed 22/05/24	WCC
Stage 1 - Feasibility End	0 days	Wed 22/05/24	Wed 22/05/24	Milestone
WAF Stage	10 days	Thu 23/05/24	Wed 05/06/24	Designer

## Typical WCC Programme for Design and Monitoring of a Highway Works Project

Task Name	Duration	Start	Finish	Resource Names
<b>Stage 0</b>	<b>28 days</b>	<b>Mon 01/01/24</b>	<b>Wed 07/02/24</b>	
Receive Brief/workbook	0 days	Mon 01/01/24	Mon 01/01/24	WCC
Assign PM & Set up Project	2 days	Mon 01/01/24	Tue 02/01/24	Service Provider
Read and Understand Brief	1 day	Wed 03/01/24	Wed 03/01/24	Service Provider/Designer
Arrange Inception Meeting	5 days	Thu 04/01/24	Wed 10/01/24	Service Provider/Designer
Project Inception Meeting	2 days	Thu 11/01/24	Fri 12/01/24	WCC/Designer
Finalise Workbook	2 days	Mon 15/01/24	Tue 16/01/24	WCC/Designer
Prepare Fee Proposal for Stage 1	7 days	Wed 17/01/24	Thu 25/01/24	Designer
FMC Review and Approve	3 days	Fri 26/01/24	Tue 30/01/24	Service Provider
Issue Fee Proposal and Respond to Brief	0 days	Tue 30/01/24	Tue 30/01/24	Designer
WCC and Developer Review	5 days	Wed 31/01/24	Tue 06/02/24	WCC/Developer
Fee Proposal Accepted	0 days	Tue 06/02/24	Tue 06/02/24	WCC
Issue PO to FMC	1 day	Wed 07/02/24	Wed 07/02/24	WCC
<b>Feasibility Design Check (KS1)</b>	<b>85 days</b>	<b>Wed 07/02/24</b>	<b>Wed 05/06/24</b>	
Stage 1 - Feasibility Start	0 days	Wed 07/02/24	Wed 07/02/24	Milestone
Receive Design Package from the Developer	0 days	Wed 07/02/24	Wed 07/02/24	WCC/Developer
Check Package From Developer and Provide Comments (1st Iteration)	2 wks	Thu 08/02/24	Wed 21/02/24	Designer
WCC review	5 days	Thu 22/02/24	Wed 28/02/24	WCC
Issue Review Comments to developer	0 days	Wed 28/02/24	Wed 28/02/24	WCC
Developer Response	3 wks	Thu 29/02/24	Wed 20/03/24	Developer
Check Revised Design Package and Provide Comments if required (2nd Iteration )	2 wks	Thu 21/03/24	Wed 03/04/24	Designer
WCC Review	5 days	Thu 04/04/24	Wed 10/04/24	WCC
Issue Review Comments to developer	0 days	Wed 10/04/24	Wed 10/04/24	WCC
Developer Response	3 wks	Thu 11/04/24	Wed 01/05/24	Developer
Check Revised Design Package and Provide Comments if required (3rd Iteration if required)	2 wks	Thu 02/05/24	Wed 15/05/24	Designer
WCC Review	5 days	Thu 16/05/24	Wed 22/05/24	WCC
Conditional Sign off	0 days	Wed 22/05/24	Wed 22/05/24	WCC
<b>Initial Design Check (KS2)</b>	<b>95 days</b>	<b>Wed 22/05/24</b>	<b>Wed 02/10/24</b>	
Receive Brief Instruction	0 days	Wed 22/05/24	Wed 22/05/24	WCC
Agree Fee Estimate & Programme	2 wks	Thu 23/05/24	Wed 05/06/24	WCC/Developer/Service Provider/Designer
Receive Design Package from the Developer	0 days	Wed 05/06/24	Wed 05/06/24	WCC/Developer
Check Package From Developer and Provide Comments (1st Iteration)	2 wks	Thu 06/06/24	Wed 19/06/24	Designer
WCC review	5 days	Thu 20/06/24	Wed 26/06/24	WCC
Issue Review Comments to developer	0 days	Wed 26/06/24	Wed 26/06/24	WCC
Developer Response	3 wks	Thu 27/06/24	Wed 17/07/24	Developer
Check Revised Design Package and Provide Comments if required (2nd Iteration)	2 wks	Thu 18/07/24	Wed 31/07/24	Designer
WCC review	5 days	Thu 01/08/24	Wed 07/08/24	WCC
Conditional Sign off	0 wks	Wed 07/08/24	Wed 07/08/24	WCC
<b>Consultation and Approvals</b>	<b>55 days</b>	<b>Thu 08/08/24</b>	<b>Wed 23/10/24</b>	
Prepare WCC Ward member briefing note	5 days	Thu 08/08/24	Wed 14/08/24	WCC
WCC Ward member response	25 days	Thu 15/08/24	Wed 18/09/24	WCC
Prepare WCC Cabinet Member briefing note	5 days	Thu 19/09/24	Wed 25/09/24	WCC
WCC Operations review group presentation	5 days	Thu 26/09/24	Wed 02/10/24	WCC
WCC Cabinet Member response	15 days	Thu 03/10/24	Wed 23/10/24	WCC
Section 6 Advisory/notification/frontages	10 days	Thu 24/10/24	Wed 06/11/24	Designer
Respond to Objections and Prepare Consultation Report	10 days	Thu 07/11/24	Wed 20/11/24	WCC/Designer
Amend Design following consultation (As required)	5 days	Thu 21/11/24	Wed 27/11/24	Designer
<b>STAGE 3 DESIGN CHECK</b>	<b>75 days</b>	<b>Wed 27/11/24</b>	<b>Wed 12/03/25</b>	
<b>Detailed Design and Contractor Check</b>	<b>75 days</b>	<b>Wed 27/11/24</b>	<b>Wed 12/03/25</b>	
Receive Purchase order	0 days	Wed 27/11/24	Wed 27/11/24	WCC
Produce Fee Estimate & Programme for future stages	10 days	Thu 28/11/24	Wed 11/12/24	Service Provider/Designer
Agree Fee Estimate & Programme for Future Stages	10 days	Thu 12/12/24	Wed 25/12/24	WCC/Developer
Receive Design Package from the Developer (1st Iteration)	0 days	Wed 25/12/24	Wed 25/12/24	WCC
Check Package From Developer and Provide Comments	2 wks	Thu 26/12/24	Wed 08/01/25	Designer
WCC review	5 days	Thu 09/01/25	Wed 15/01/25	WCC
Issue Review Comments to developer	0 days	Wed 15/01/25	Wed 15/01/25	WCC
Developer Response	3 wks	Thu 16/01/25	Wed 05/02/25	Developer
Check Revised Design Package and Provide Comments if required (2nd Iteration)	2 wks	Thu 06/02/25	Wed 19/02/25	Designer
WCC review	5 days	Thu 20/02/25	Wed 26/02/25	WCC
Conditional Sign off	0 wks	Wed 26/02/25	Wed 26/02/25	WCC
WAF Stage	10 days	Thu 27/02/25	Wed 12/03/25	Designer
<b>STAGE 5 SITE MONITORING</b>	<b>550 days</b>	<b>Wed 26/03/25</b>	<b>Wed 05/05/27</b>	
<b>Site Monitoring</b>	<b>550 days</b>	<b>Wed 26/03/25</b>	<b>Wed 05/05/27</b>	
Start Works	0 days	Wed 26/03/25	Wed 26/03/25	Developer
Works Duration	3 mons	Thu 27/03/25	Wed 18/06/25	Developer/Designer
Defects Period	24 mons	Thu 19/06/25	Wed 21/04/27	Developer/Designer
Completion of Defects Period	0 days	Wed 21/04/27	Wed 21/04/27	WCC/Developer/Designer
Stage 1 - Feasibility End	0 days	Wed 21/04/27	Wed 21/04/27	Milestone
WAF Stage	10 days	Thu 22/04/27	Wed 05/05/27	Designer

# APPENDIX D: STREET LIGHTING REQUIREMENTS

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## Street Lighting Design Submission Check List

Item	Included
Design review application and fee	
Evidence of designer competency	
Westminster skill & care certificate	
Scheme plans	
Lighting design calculations	
Energy and carbon calculations	
Cable calculations	
Foundation details	
Whole life costing calculations	
Summary of equipment proposed	
Designer and construction risk assessments	
Project specification for works and standard details	
Contractor HERS registration details	
Evidence of buildability checks	
Wayleave / listed building consents / applications where required	

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February 2024



City of Westminster