**Transport Modelling Access for Developers**

Transport Assessment / Highway Appraisal

April 2023

Application Form

[Version 10]

**BUCKINGHAMSHIRE COUNCIL**

**Strategic Transport & Infrastructure**

6th Floor, County Hall, Walton Street, Aylesbury, HP20 1UY

Tel 01296 383067

**INTRODUCTION & BACKGROUND**

The purpose of this document is to provide advice to developers, their consultants and others on the standard model access procedure Buckinghamshire Council (BC) available to support the production of a Transport Assessment (TA) forming part of a planning application for a new development. The principles contained within this document are relevant for any development proposal within the County requiring the use of BC transport models.

BC has adopted a strategy by which the transport models are relied upon as the common forecasting tools for all transport processes. These models support the Council’s service delivery in development control, transport planning, traffic engineering, economic development, and related areas. The use of these models facilitates an efficient and cost-effective assessment process. BC commission their framework consultants to manage and operate the models.

The process described in this note has been established to ensure the development and appraisal of a TA is carried out in a sound and efficient manner. The process provides a clear and transparent methodology, and a consistent basis upon which to assess the transport implications of a potential planning application.

Buckinghamshire Council is the Highway Authority for all planning and highway matters within its administrative boundary (with the exception of short stretches of the Strategic Road Network) and therefore should be contacted directly with regard to the required TA procedure.

For any queries that arise from this document, or any request for transport model information, the following should be contacted in the first instance:

**Jack Tickle**

**Transport Strategy Officer**

**Buckinghamshire Council - Strategic Transport & Infrastructure**

**6th Floor, County Hall, Walton Street, Aylesbury, HP20 1UA**

**E-mail: jack.tickle@buckinghamshire.gov.uk**

**Tel: 1494 475886**

The production of TAs remains an important part of the planning application process. The National Planning Authority Framework (NPPF), published in March 2012, consolidates large volumes of planning policy guidance into a single document. Notably, NPPF advises that:

*“…all developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment.”*

BC can facilitate the efficient production of TA and TS documentation with the provision of the useful data that is available from transport models. The remainder of this document sets out the TA procedure and how transport model data can be requested by third parties.

**TRANSPORT MODELS**

BC owns a suite of transport models;

* **Countywide:** covering the whole of Buckinghamshire in detail, extending to a lesser degree into the neighbouring districts of Hertfordshire, Bedfordshire, Northamptonshire, Oxfordshire, Berkshire and Greater London.
* **Local:** covering the areas of Aylesbury, Buckingham and Wycombe. The central areas are modelled in detail with suburb areas being less detailed.
* **Junction:** covering specific highway junctions related to particular developments.

The models were built to represent typical weekday ‘peak’ conditions in the AM (08:00 – 09:00) and PM (17:00 – 18:00) peaks. An ‘inter-peak’ model, reflecting average travel conditions between 10:00 – 16:00 is also available. For further information, Local Model Validation Reports and Forecasting Reports are available upon request.

**TRANSPORT ASSESSMENT / MODEL ACCESS PROCESS**

BC consider that the process and advice set out in the Department for Transport DfT document “Guidelines on Transport Assessment (March 2007)” remains appropriate and relevant to the planning application process and the production of TA’s. Developers and their consultants should be familiar with this document and should comply with this and also any additional or differing requirements as set out by BC during early scoping discussions. The following four-stage procedure is set out to guide the process of developing a Transport Assessment or Transport Statement, and is summarised in a flow chart below.

**Stage 1: Inception**

In the first instance, the developer is required to contact the applicable BC development control team leader.

Depending upon the scale of the development, a BC project team will be assembled which may include transport policy, travel planning, and modelling officers. An inception meeting will be arranged with the project team, the developer and their consultants. The purpose of the meeting is for the developer to provide an overview of their proposals and for BC to outline expectations in terms of the methodology for the TA. Agreements will be made on the necessary information and data to be exchanged. Lines and methods of communication will be established.

**Stage 2: Scoping**

At an early scoping stage, BC will judge whether a TA is required or a TS will be sufficient. This decision will generally be in accordance with the thresholds in Appendix B of the DfT guidelines but BC will consider the local context of the development proposal. The scoping stage will involve the transfer of the relevant information and data between both parties as defined during project inception. As necessary, the developer and/or their consultants will use the information to develop a Scoping Note which will define the methodology and formalise any assumptions that are necessary as part of the TA process.

The peak period trip generation assumptions used in the transport modelling work are for the purposes of the assessment only. The purpose of the assumptions is to provide a reasonable basis for understanding the likely traffic issues associated with the development. The trip generation rates used within a TA are not necessarily endorsed by the Highway Authority as being appropriate for establishing financial contributions. The agreement of Section 106 contributions is informed by, but separate from, the TA process described in this note.

BC will outline any cost implications related to the required modelling work using the suite of transport modelling tools. Any modelling work would be undertaken BC’s framework consultants to a brief agreed with the developer. Commissioning and payment for this work would be arranged through BC. The developer will submit the Scoping Note to the Local Authority to review and a meeting may be appropriate at this stage to discuss any key issues. Once BC is content that the Scoping Note is suitable for assessment purposes, the work can begin. This will trigger the process of developing the full TA.

**Stage 3: Assessment**

The developer will be responsible for producing the full TA for the proposed development and funding the necessary transport model runs. BC’s framework consultants will be responsible for producing the necessary data from the County’s existing transport models including traffic volumes and network performance statistics. For clarity and transparency, a short supporting technical note will be produced by BC’s consultants and supplied to the developer. The technical note will describe the assumptions, the process, and the data and results, and will help to inform the full TA. It is the developer’s responsibility to interpret and draw the appropriate conclusions from the modelling data.

The developer will be responsible for any individual junction modelling that may be required to inform the design of access junctions. A review meeting may be appropriate once the model runs and assessments have been carried out to discuss any emerging transport issues and possible solutions. Should the data reveal significant impacts as a direct result of the proposed development it is the developer’s responsibility to propose a package of mitigation acceptable to BC, supported by any further modelling runs which demonstrate the mitigation package to be effective.

**Stage 4: Reporting**

The developer is responsible for producing a full TA in accordance with the agreed Scoping TA. Once prepared, the developer will submit to BC the TA in electronic format accompanied by any junction model files that have been produced. These will be reviewed by BC and a final meeting will be arranged as considered necessary to discuss the full TA and any outstanding issues or concerns.

**COSTS & CHARGES**

**Model Assessment (by BC Modelling Partnership)**

The basis of this cost process relates to the development and assessment of the models by the model partnership and contribute the future management and delivery of up-to-date and fit-for-purpose models.

The current costs are valid from April 2023 and provide an increase of approx. 3% on 2022 charges for accessing BC’s transport models. This information is shown below. The determination of the model to be used will be discussed at a scoping meeting or based upon information supplied by the customer in the data request form.

|  |  |  |  |
| --- | --- | --- | --- |
| **MODEL** | **BC ACCESS FEE\*** | **MODEL**  **MAINTENANCE**  **CHARGE\*** | **PRODUCT DESCRIPTION** |
| Junction / Data Extract | £607.70 | 30% | * Small localised model allowing the ability to test the impact of a junction or set of junctions * Improvements to the feasibility of a bypass or other corridor improvement without any detailed analysis or reporting. * Model based initially but not limited to either Vissim or Visum. * Provision of data extraction from the transport model |
| Small  Local | £1,627.40 | 30% | * Localised town model allowing the ability to test the impact of a range of junction improvements, small development schemes i.e. medium supermarket / housing development, route network changes i.e. 1-way. Model based initially but not limited to Visum. * Limited number of housing / employment development e.g. <150. |
| Medium Local | £2,029.10 | 30% | * Town / Urban area model allowing the ability to test the impact of a range of junction and highway improvements, transport strategies, bypass routes etc. * Major developments in excess of 150+ dwellings and/or employment site on the transport system * Consideration of mode impacts and / or environment with some land-use modelling. * Model based initially but not limited to Visum. |
| Large County | £3,120.90 | 30% | * Large countywide / cross boundary projects which would incorporate the modelling of the County for strategies / developments for inclusion into full business cases. * Significant housing / employment developments |

|  |
| --- |
| *The process follows the equation;*  *TC = (MC + A)+M*  *TC = Total Charge proposed through model quote*  *MC = Modelling Charge: Charge to undertake the work for the customer or to supply the model to customer*  *A = Access Fee: Charge to access the model. This incorporates charges for model auditing and additional meetings required to formulate scope.*  *M = Maintenance Charge: Charge to cover the future maintenance of the model. This is a percentage of Modelling Charge plus Access Charge.*  *Therefore if the model charge for undertaking a model run using a small local model was £1,000 then the total charge from BC would be* ***£3,415.62*** *or (£1,000 + £1,627.40) + (£2,627.40\*0.3).* |

Only in certain circumstances will the access charge not be charged and these are generally as a result of the extra work forming part of an on-going project that would have initially incurred the charge. In this case the maintenance charge would still be charged in order to cover model development and maintenance costs by BC.

**Supply of Full Model**

The basis of this relates to the overall supply of a full working model to the customer for them to undertake their own analysis and as such unlimited model runs by them. It has to be stressed that this process involves additional expense i.e. to check models and outputs for accuracy and validity. It is therefore recommended that the Model Assessment process as highlighted above is undertaken in the initial stages in favour of the supply of the full model.

***Please contact the BC modelling administrator for further information.***

**Transport Model Access Process**

T

**1. Inception**

Inception meeting with developer

BC coordinate modelling team

Developer contacts BC modelling team

**2. Scoping**

Developer provides agreed information / data to BC.

BC issue quote for work to developer highlighting cost and timescales.

Quote Accepted

BC provide the agreed advice and information to guide model access the Developer

**Proceed to Assessment**

Yes

**3. Assessment**

BC undertake the agreed strategic and other model runs

If TA …

Junction modelling undertaken for TA

BC provide modelled data to inform full TA / work

Review meeting as considered necessary

Issue of ‘Model Technical Note’ by BC.

Model results assessed by developer

If Model Access …

**4. Reporting**

Impacts Confirmed

**Assessment process complete**

Submission of draft TA and junction modelling to BC

review

Final meeting as required

Yes

Developer produces full draft TA

No

XX

**5. Results Dissemination**

**NB: THIS PROCESS RELATES TO THE UNDERTAKING OF THE WORK BY THE BC MODELLING TEAM ONLY. FOR MODEL SUPPLY PLEASE ENQUIRE TO THE MODELLING TEAM.**

**Transport Model Data Request Form**

T

**Technical Contact:**

**Telephone:**

**Address:**

**Email:**

**Company Name**:

**Invoicing Contact:**

**BC Model Area likely to be required:**

Countywide

Chiltern & South Bucks District

Aylesbury District

Wycombe District

Junction Model

Please state area / junction / site location as NGR

(Further details to be attached below)

**BC Forecast Model(s) available:**

**Trip Generation Assumptions:**

**Development Proposal**:

**Time Period(s)**

**AM, PM, IP:**

**Model Information requirements and assumptions:**

**Forecast Year(s):**

**5 years after submission of application of last phase of development.**

**Scenario**

**No.**

**Description of Modelling Scenarios/Assumptions:**

**Land Use**

**Transport Infrastructure**

**Description**

**7**

\* For large modelling data requests please append information to the back of this form and/or provide full detail of scenarios in a Scoping TA

**Model Output Requirements per Scenario:**

Link Flow Diagrams

Network Statistics

Difference Plots

Select Link (Flow Bundle) Analysis

Junction Turning Flows

Other

**Specify junctions**

**Specify any other requirements**

**8**

**Signature**

**Print Name/Title**

**1**

**Data Request Terms & Conditions**  
  
T

1. **The transport models have been developed under a commission by Buckinghamshire Council (BC) to their framework consultants.**
2. **The models are the property of Buckinghamshire Council.**
3. **Buckinghamshire Council will permit, subject to no cost to Buckinghamshire Council, the use of the transport models to inform the development process by third parties, for example developers.**
4. **Where models are used by third parties they will be expected to meet all costs associated with their use. In addition to framework consultant fees, Buckinghamshire Council will normally charge a model access and maintenance fee to cover access to and future model maintenance and updates.**
5. **The framework consultants will be commissioned directly by Buckinghamshire Council under the terms of the consultancy framework agreement to undertake the modelling work. The developer will agree to the scope and fees for the work in advance and will commission Buckinghamshire Council directly.**
6. **Developers will be expected to provide the information necessary for the modelling team to scope the cost of the model and to accept the terms and conditions associated with the use of the models by signing this form. All works with respect to developer’s proposals will be treated in confidence by Buckinghamshire Council until all developments are finalised within the public domain.**
7. **The agreed fee will cover the works as defined in the initial scope. Any additional modelling works will be charged to the developer subject to fee agreements. Works will only be undertaken once funds have been paid. For significant commissions a payment schedule may be agreed but the developer should note that work will only be undertaken if fees are available to cover the framework consultant and Buckinghamshire Council’s costs.**
8. **Use of the data from Buckinghamshire Council’s transport models does not automatically imply Buckinghamshire Council acceptance or agreement of the results or the interpretation of the data by a third party. The use of the traffic model outputs produced by the framework consultant on behalf of Buckinghamshire Council does not imply any liability on the framework consultant or Buckinghamshire Council for decision making on any particular application.**
9. **Use of the Buckinghamshire Council transport models does not imply any liability on Buckinghamshire Council for the validity of the base model or any outputs produced by the framework consultants.**
10. **The Buckinghamshire Council models, interfaces, data, procedures and outputs are provided in good faith and the developer accepts full responsibility to satisfy itself of the accuracy, reliability and completeness of the information and no responsibility is accepted by the framework consultant or Buckinghamshire Council to any third party for the whole or any part of its content. No part of the contents nor any reference thereto may be included in any published document, circular or statement, nor published in any way without Buckinghamshire Council’s prior agreement of the form and context of such text.**
11. **The model work is undertaken and charged to the standard Buckinghamshire Council finance T&Cs which are available on request.**

**Signature**

**Print Name / Title**