



Appendix D: Principle Functions

Streetscape Design Guide 2025

Worcestershire County Council

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Local Planning Authority (District Councils)

1. A Planning application is submitted and is validated by the relevant Local Planning Authority.

Highways Development Management Team (Aim to Respond within 21 days)

1. The Local Planning Authority sends the validated planning application to the County Council for assessment. The County Council is a statutory consultee.
2. The Highways Development Management Team liaises with internal stakeholders within the County Council for their technical comments. (14-day period for comments)
3. The Highways Development Management Team conduct a robust and comprehensive assessment of the planning application.
4. Once the internal consultation and assessments are completed, the Highways Development Management Team prepare a formal response for the Local Planning Authority, recommending either no objection, a recommendation subject to conditions and financial obligations, a deferral seeking further clarification or information, or in exceptional cases refusal.
5. The Local Highway Authority (Highway Authority) are statutory consultees in the planning process. The District / Borough Council is the decision-making authority.
6. Highways Development Management Team attendance at a relevant planning committee is determined on a case-by-case basis as appropriate.
7. The outcome from the planning committee is issued in decision notice by the District or Borough Council.

Highways Development Control Team (Section 278/ 38)

1. A Technical Submission to Worcestershire County Council is made online via the Worcestershire County Council developer portal.
2. A validation check is undertaken for applications to make sure all designs and information supplied are of an acceptable standard. Submissions should not be made until you have planning approval, including approval of any relevant reserved matters. Submissions without planning approval are usually regarded as void and are likely to be stopped without consideration.
 - a) You will then be advised that the application is either:
 - b) VALID: proceed to next stage with initial invoice(s) for applicable fees (On receipt of fees, the Technical Review stage will start (other fees may also need to be paid at this time).
 - c) INVALID: missing information to be provided for re-submission and further validation.

- d) VOID: not yet in position to proceed (example reasons: no planning approval; lack of connection to existing public highway).
3. The Section 278 and Section 38 team will then carry out a Technical Audit of the validated application and will provide a technical response leading to technical approval.
4. The application is subject to internal consultation including a works programming and traffic management assessment by Worcestershire County Council prior to the Legal process of preparing the Legal Agreement.
5. The Legal Agreement including the agreement clauses is prepared.
6. The Legal Agreement is then to be agreed by the applicant. If the Legal Agreement is not agreed, then discussions take place and revisions made where appropriate.
7. The Section 278 or Section 38 Legal Agreement is first signed by the applicant, and the landowner if, different for highway adoption then by Worcestershire County Council.
8. An application is made by the applicant for a road space permit, contractor and temporary traffic management approval before any works are permitted to begin onsite.

Timeline Guide for the whole Process:

- Technical Submission and registration process usually takes up to 10 working days.
- We aim to validate and provide the first design submission, comments within 40 working days.
- Legal Process - An instruction for the agreement to be drafted is sent within 10 working days.
- Agreement and sign-off can take up to 10-90 working days or longer depending on the scheme.