



Appendices: A to O

Streetscape Design Guide 2025

Worcestershire County Council

Appendix A: Useful Contacts

Organisation	Address	Website	Contact Details
Bromsgrove District Council	Parkside Market Street Bromsgrove Worcestershire, B61 8DA	www.bromsgrove.gov.uk	01527 881288 Contacts - bromsgrove.gov.uk
Environment Agency	National Customer Contact Centre, PO Box 544, Rotherham, S60 1BY	Environment Agency	03708 506 506 enquiries@environ- ment- agency.gov.uk
Hereford & Worcester Fire and Rescue Service	Hereford & Worcester Fire and Rescue Service Headquarters Hindlip Park Worcester WR3 8SP	www.hwfire.org.uk	0345 122 4454 Contact Hereford & Worcester Fire and Rescue Service
Lower Severn Internal Drainage Board	Waterside Buildings, Oldbury Naite, Thornbury, Bristol, BS35 1RF	Lower Severn Internal Drainage Board	01454 413340 admin@lowersevern idb.org.uk
Malvern Hills District Council	Council House, Avenue Road, Malvern, Worcestershire, WR14 3AF	www.malvern hills.gov.uk	01684 862413 Contact Us - Malvern Hills District Council
Natural England	Foss House, Kings Pool, 1-2 Peasholme Green York YO1 7PX	consultations@naturalengla nd.org.uk enquiries@naturalengland.o rg.uk	0300 060 3900
National Highways (Midlands)	3 Snow Hill Queensway, Birmingham, B4 6WR	West Midlands - National Highways	planningM@highw aysengland.co.uk
Redditch Borough Council	Town Hall, Walter Stranz Square, Redditch, B98 8AH	www.redditchbc.gov.uk	01527 64252 Contacts - redditchbc.gov.uk
Severn Trent Water Limited	Severn Trent, PO Box 407, Darlington, DL1 9WD	Severn Trent	0800 707 6600 Developer enquiries
South Staffordshire	Green Lane, Walsall, WS2 7PD	South Staffs Water	

Organisation	Address	Website	Contact Details
Water (supplies parts of north Worcs.)			
South Worcestershire Land Drainage Partnership (SWLDP) responsibility for all non-main river land drainage related matters – contact district council - Worcs. County, Malvern HDC, Worcester City C, Wychavon DC contact website/address)	Worcestershire County Council- Wildwood, Wildwood Drive, Worcester, WR5 2QT	www.worcestershire.gov.uk	South Worcestershire Land Drainage Partnership Worcester County Council 01905 763763
	Malvern HDC- Council House, Avenue Road, Malvern, Worcestershire, WR14 3AF	www.malvern hills.gov.uk	Malvern Hills District Council 01684 862151
	Worcester City Council- The Guildhall, High Street, Worcester, Worcestershire, WR1 2EY	www.worcester.gov.uk	Worcester City Council 01905 722233
	Wychavon District Council- Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT	www.wychavon.gov.uk	Wychavon District Council 01386 565000
The British Horse Society	Abbey Park Stareton Kenilworth Warwickshire CV8 2XZ	www.bhs.org.uk	02476 840500
West Mercia Police	PO Box 55, Worcester, Worcestershire, WR3 8SP	www.westmercia.police.uk	contactus@westmercia.police.uk

Organisation	Address	Website	Contact Details
West Mercia Road Safety Partnership	N/A	West Mercia Police Road Safety Partnership	roadsafety1@west-mercias.pnn.police.uk
Worcester City Council	The Guildhall, High Street, Worcester, Worcestershire, WR1 2EY	www.worcester.gov.uk	01905 722233 Contacting the Council - Worcester City Council
Worcestershire Biological Records Centre	Lower Smite Farm, Smite Hill, Hindlip, Worcestershire, WR3 8SZ	WBRC & Worcs Recorders	01905 759759 records@wbrc.org.uk
Worcestershire County Council Flood Risk Management Team – Major planning apps for south of county (MHDC, Worcester, Wychavon)	Wildwood, Wildwood Drive, Worcester, WR5 2QT	Flood risk and development Worcestershire County Council	01905 765765
Worcestershire County Council	Wildwood, Wildwood Drive, Worcester, WR5 2QT	www.worcestershire.gov.uk	01905 763763 Contact us
Worcestershire County Council Ecology Services	Wildwood, Wildwood Drive, Worcester, WR5 2QT	Worcestershire Environmental Policy Ecology Planning Advice	ecology@worcestershire.gov.uk
Worcestershire County Council: Public Rights of Way (PROW)	Wildwood, Wildwood Drive, Worcester, WR5 2QT	Public Rights of Way Worcestershire County Council	01905 846288 countryside@worcestershire.gov.uk
Worcestershire Regulatory Services	Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire,	Worcestershire Regulatory Services	01905 822 799 enquiries@worcsregservices.gov.uk

Organisation	Address	Website	Contact Details
	DY11 7WF		
Wychavon District Council	Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT	www.wychavon.gov.uk	01386 565000 Contact Us - Wychavon District Council
Wyre Forest District Council	Wyre Forest House, Fine Point Way, Kidderminster, DY11 7WF	www.wyreforestdc.gov.uk	Contact us Wyre Forest District Council (wyreforestdc.gov.uk)



Appendix B: References

Streetscape Design Guide 2025

Worcestershire County Council



Appendix B: References

1. Active Travel England

Active Travel England is an executive agency, sponsored by the Department for Transport. Active travel makes people happier and healthier. That is why Active Travel England wants to increase the number of local journeys being walked, wheeled, or cycled by 2030.

For more information click on the link [Active Travel England](#)

2. ADEPT 2024: Commuted Sums for Highways Infrastructure Asset Management

This guidance published by the Association of Directors of Environment, Economy, Planning and Transport (ADEPT) is designed to allow Local Highway Authorities to continue to reflect local priorities in their commuted sums policies, whilst providing a nationally consistent framework and informed guidance in the development and implementation of these policies.

For more information click on the link [Commuted Sums for Highways Infrastructure Asset Management](#)

3. Biodiversity Net Gain

Biodiversity Net Gain is a development approach which ensures that habitats for wildlife are left in a measurably better state than prior to the development. This is a mandatory requirement under Schedule 7A of the Town Country Planning Act 1990, as introduced by the Environment Act 2021. Developers must deliver a 10% increase in biodiversity compared to the pre-development baseline.

For more information click on the link [Understanding Biodiversity Net Gain](#)

4. British Standard BS: 5837 2012 'Trees in relation to design, demolition, and construction – Recommendations

Current practice regarding planning for the management, protection, and planting of trees in the vicinity of structures, and for the protection of structures near trees.

For more information click on the link [British Standard Trees in relation to design, demolition, and construction](#)

5. Building for a Healthy Life 2015 principles for good residential design

This is a widely used design tool for creating places that are better for people and nature. The original 12-point structure and underlying principles within Building for Life 12 are at the heart of BHL.

For more information click on the link [Building for healthy life 2015](#)

6. Building Regulations 2010, (2021 edition) Infrastructure for the charging of electric vehicles (EV's) document

This document outlines the building regulations in England for the installation of electric vehicle charge points or cable routes.

For more information click on the link [Building Regulations for Infrastructure for charging EV's](#)

7. By Design – Urban Design in the Planning System: Towards Better Practice (Architecture & the Built Environment (ABE) guidance on policy tools and preparation of Masterplans, design guides and briefs)

This guide is intended as a companion to planning policy guidance and subsequent planning policy statements and aims to encourage better design.

For more information click on the link [urban design in planning system: towards better practice](#)

8. Bus Service Improvement Plans

In 2019, Worcestershire County Council launched the [Passenger Transport Strategy](#) following extensive public consultation. The Strategy focusses on road and rail passenger transport services within Worcestershire, including Home to School, bus, taxi, Community Transport and other community-based bespoke transport initiatives.

For more information click on the link [Bus Service Improvement Plans](#)

9. Code of Best Practice for Demolition and Construction Sites (2nd edition 2020)

This guidance is intended to provide contractors with a set of tools that allow them to plan, assess, and manage the disruption associated with demolition and construction work. The guide also provides a method of working responsibly outside of what would be considered standard working hours to facilitate complex and challenging projects with minimal impact.

For more information click on the link [Code of Best Practice for Demolition and Construction Sites \(2nd edition 2020\)](#)

10. Construction, Design and Management 2025 Regulations

Includes overview, how to notify a project (F10), construction and building work, legal requirements, frequently asked questions and roles and responsibilities.

For more information click on the link [Construction, Design and Management 2025 Regulations](#)

11. Design Manual for Roads and Bridges (DMRB)

The Design Manual for Roads and Bridges (DMRB) contains information about current standards, advice notes and other published documents relating to the design, assessment and operation of trunk roads, including motorways.

For more information click on the link [Design Manual for Roads and Bridges](#)

12. Equality Act (2010)

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations.

For more information click on the link [Equality Act \(2010\)](#)

13. Good Practice for Design in the Historic Environment: Principles and Case Studies: Historic England

Here you can find information on good practice for design when making changes to the built historic environment through development: including our role, design codes basic principles and case studies.

For more information click on the link [Good Practice for Design in the Historic Environment: Principles and Case Studies | Historic England](#)

14. Green Infrastructure Framework 2: Environmental Character Areas

This document is used to support the Worcestershire Green Infrastructure (GI) Strategy. It focuses on identifying and analysing Environmental Character Areas (ECAs) across the county to guide strategic planning and conservation efforts.

For more information click on the link [Green Infrastructure Framework 2: Environmental Character Areas](#)

15. Health and Safety Executive (HSE) guidance for safe operation of refuse and recycling collection vehicles in a pedestrian environment

Guidance for safe operation of refuse and recycling collection vehicles in a pedestrian environment.

For more information click on the link [Safe operation of refuse and recycling collection vehicles in a pedestrian environment](#)

16. Hereford and Worcester Fire and Rescue Service guidance

Guidance for emergency access to roads, flooding, and buildings.

For more information click on the link [Hereford and Worcester Fire and Rescue Service guidance](#)

17. Highway Act 1980

The Highways Act 1980 is a UK law that manages and maintains roads, streets, and bridges in England and Wales. It also covers the rights of the public to use the highways. Under the Act, Highway authorities must keep the public highway network safe for users. This includes inspecting roads and footpaths. Highway authorities can build new roads, footways, cycle tracks, bridges, and tunnels and can improve roads, including widening footways and carriageways.

For more information click on the link [Highway Act 1980](#)

18. Highways Pre-Application Advice

Guidance for all applicants to engage with the Local Planning Authority to ensure they are fully aware of the local police context.

For more information click on the link [Highways Pre-Application Advice](#)

19. Inclusive Mobility- A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure

The document is a guide to best practice on access to pedestrian and transport infrastructure. Creating and maintaining an accessible public realm is crucial for ensuring that disabled people are not excluded from playing a full role in society.

For more information click on the link [Inclusive Mobility](#)

20. Land Compensation Act 1973

An Act to confer a new right to compensation for depreciation of the value of interests in land caused by the use of highways, aerodromes and other public works; to confer powers for mitigating the injurious effect of such works on their surroundings; to make new provision for the benefit of persons displaced from land by public authorities; to amend the law relating to compulsory purchase and planning blight; to amend section 35 of the Roads (Scotland) Act 1970; and for purposes connected with those matters.

For more information click on the link [Land Compensation Act 1973](#)

21. Local Cycling and Walking Infrastructure Plans (LCWIPs)

LCWIPs set out the vision and key priorities for infrastructure improvements in each of the areas, to create attractive, joined-up priority cycling and walking networks, encouraging, and enabling people to travel more sustainably and safely. LCWIPs are also key plans in helping us to secure funding to

deliver these improvements to cycling, walking and wheeling routes, including via Government bidding opportunities and from developers

For more information click on the link [Local Cycling and Walking Infrastructure Plans \(LCWIPs\)](#)

22. LTN 1/07 – Traffic Calming Guidance

This LTN provides advice for local authorities on the use of traffic calming measures. It gives information about legislation and looks at the design, effectiveness, and installation of measures.

For more information click on the link [Traffic Calming Guidance](#)

23. LTN 1/20 Cycle Infrastructure design

Guidance for local authorities on designing high quality, safe cycle infrastructure published by the Department of Transport.

For more information click on the link [Cycle Infrastructure Design \(LTN1/20\)](#)

24. Manual for Streets (part 1) Guide to Planning and Design of Residential Streets

Manual for streets (MfS) explains how to design, construct, adopt and maintain new and existing residential streets. It provides guidance for those involved in the design, construction, adoption, and maintenance of residential streets, including planners, highway authorities, and developers.

For more information click on the link [manual for streets](#)

25. Manual for Streets (part 2)

Manual for streets 2' expands on the design advice in 'Manual for Streets 1' to include how to plan and improve busy high streets, urban and rural streets.

For more information click on the link [manual 2 for streets](#)

26. Modeshift STARS

Is the Centre of Excellence for the delivery of Effective Travel Plans in Education, Business and Residential settings. The scheme recognises schools, businesses and other organisations that have shown excellence in supporting cycling, walking and other forms of sustainable and active travel.

For more information click on the link [Modeshift STARS](#)

27. National Planning Policy Framework (NPPF) 2024

The National Planning Policy Framework (NPPF) sets out the government's planning policies for England and how these are expected to be applied. It was updated in 2024.

For more information click on the link [National Planning Police Framework \(NPPF\)](#)

28. Natural England Green Infrastructure (GI)

The GI Framework will help local planning authorities and developers meet requirements in the National Planning Policy Framework to consider GI in local plans and in new development. It can support better planning for excellent quality GI and help to target the creation or improvement of GI, particularly where existing provision is poorest.

For more information click on the link [Natural England Green Infrastructure \(GI\)](#)

29. Natural England Pre Submission Screening

A pre-submission screening service is to find out if a development proposal affects a protected species and needs a wildlife license.

For more information click on the link [Natural England Pre Submission Screening](#)

30. New Roads and Street Works Act 1991- Section 49

Under the New Roads & Street Works Act 1991 (NRSWA) Highways England is the Highways Authority for the strategic road network.

For more information click on the link [New Roads and Street Works Act 1991- Section 49](#)

31. Planning for Health South Worcestershire

The Planning for Health in South Worcestershire Supplementary Planning Document provides guidance to local authority planning officers, applicants, relevant organisations and the wider community on delivering healthier developments.

For more information click on the link [Planning for Health in South Worcestershire](#)

32. Protected species and development: advice for local planning authorities

DEFRA advice on how to assess a planning application when there are protected species on or near a proposed development site.

For more information click on the link [Protected species and development: advice for local planning authorities](#)

33. Public Sector Equality Duty (2011)

Was introduced by section 149 of the Equality Act (2010), which came into force on 5th April 2011. It replaced the existing duties in respect of race, disability, and gender equality.

For more information click on the link [Public Sector Equality Duty \(2011\)](#)

34. Secure Cycle Parking and Off- Street Car Parking

In planning for active places, cycle parking should account for future growth in cycling. Car parking should be balanced against the desirability of active modes for short journeys and the availability of public transport. Providing off-street car parking can avoid pavement parking or congested streets. Secure cycle parking for homes, workplaces and other destinations maximises opportunities for cycling for everyday journeys.

For more information click on the link [Secure cycle parking and off-street car parking](#)

35. Secure by Design (3D interactive guide) urban design principles to ensure safe places

Secured by Design (SBD) is the official police security initiative that is owned by the UK Police Service with the specific aim to reduce crime and helping people live more safely. This is conducted by collaborating closely with builders, developers, local authorities, and registered housing associations to incorporate our police crime prevention standards from initial concept and design through to construction and completion.

For more information click on the link [interactive 3D design guide](#)

36. Sewers for Adoption (SFA)

This Guide is for use by Developers when planning, designing and constructing foul and surface water drainage systems (including pumping stations and rising mains) intended for adoption under an Agreement made in accordance with Section 104 of the Water Industry Act 1991.

For more information click on the link [SFA 8 Master 2](#)

37. Shaping Worcestershire's Future- Our Plan for Worcestershire

Worcestershire County Council's Corporate Plan sets out our priorities for the County and the services we provide. It highlights how the Council will evolve its way of doing business to be able to deliver them and ensure their resources are used to maximum effect.

38. Streetworks

Street Works UK Ltd is the only cross-sector UK trade association representing utilities and their contractors. Street Works UK Ltd aims to improve street works through best practices, self-regulation, and strong engagement with government, local authorities, and highways bodies (HAU(UK)).

For more information click on the link [Streetworks](#)

39. Sustainability and Net Zero Design Guide 2024

Published by the Government Property Agency, this Sustainability and Net Zero Annex outlines the key actions we will take to maintain compliance and embed recent legislation and policy. We want to adopt best practice and innovative approaches in our aim to become a flagship agency in greening government.

For more information click on the link [Sustainability and Net Zero Design Guide 2024](#)

40. The National Design Guide 2021

This National Design Guide, and the National Model Design Code and Guidance Notes for these Design Codes illustrate how well-designed places that are beautiful, healthy, greener, enduring, and successful can be achieved in practice. It forms part of the Government's collection of planning practice guidance and should be read alongside the separate planning practice guidance on design process and tools.

For more information click on the link [national design guide](#)

41. The National Model Design Code 2021

The National Model Design Code provides detailed guidance on the production of design codes, guides, and policies to promote successful design.

For more information click on the link [national model design code](#)

42. The Planning for Health- Green Infrastructure- South Worcestershire

Further guidance on green infrastructure can be found in the supplementary planning document Planning for health- page 32.

For more information click on the link [The Planning for Health- Green Infrastructure](#)

43. The Planning for Health SPD- South Worcestershire

Health Impact Assessments are an important part of the planning process ensuring developers are aware of the necessity to complete a HIA to consider and mitigate against unintended impacts

For more information click on the link [The Planning for Health SPD](#)

44. The SuDS Manual (C753)

Sustainable Drainage Systems (SuDS) can provide a wide range of environmental benefits. The SuDS Manual published by CIRIA contains guidance based on evidence for professionals working with drainage, to help them use SuDS.

For more information click on the link [SuDS Manual](#)

45. Traffic Signs Regulations and General Directions (TSRGD) 2016

The Traffic Signs Regulations and General Directions (TSRGD) 2016 prescribe the designs and conditions of use for traffic signs, including road markings, traffic signals and pedestrian, cycle and equestrian crossings used on or near roads.

For more information click on the link [Traffic Signs Regulations and General Directions \(TSRGD\) 2016](#)

46. Traffic Management Act 2004

The Traffic Management Act 2004 (TMA) gives powers to local traffic highway authorities and traffic officers to reduce traffic congestion in towns and cities.

For more information click on the link [Traffic Management Act 2004 \(TMA\)](#)

47. Travel Plans, Transport Assessments and Statements

Provides advice on when Transport Assessments and Transport Statements are required, and what they should contain.

For more information click on the link [Travel plans, transport assessments and statements](#)

48. Trees in Hard Landscapes: A Guide for Delivery (TDAG, 2014)

This guide explores the practical challenges and solutions for integrating trees in 21st century streets, civic spaces, and surface car parks. These are the most challenging environments for growing trees but are also the areas that can derive great benefits from their inclusion.

For more information click on the link [Trees in hard landscapes a guide for delivery, TDAG 2014](#)

49. Tree Species Selection for Green Infrastructure: A Guide for Specifiers (TDAG, 2019)

This guide offers for the first time in the UK a comprehensive, research-based decision-making tool on selecting appropriate species for a range of contrasting planting scenarios. *The guide* includes information for over 280 species on their use-potential, size and crown characteristics, natural habitat, environmental tolerance, ornamental qualities, potential issues to be aware of, and notable varieties.

For more information click on the link [Tree Species Selection for Green Infrastructure: A Guide for Specifiers \(TDAG, 2019\)](#)

50. Trees in Townscape (Trees and Design Action Group, TDAG, 2021) Design principles supported by the Woodland Trust to encourage tree friendly spaces within developments

The Trees and Design Action Group (TDAG), brings together individuals, professionals, academics and organisations from wide ranges of disciplines in both the public and private sectors to improve knowledge and good practice to support the role of urban trees through better collaboration in the planning, design, construction and management and maintenance of our urban places.

For more information click on the link [Trees and design action group, TDAG 2021](#)

51. Worcestershire Green Infrastructure Strategy 2023-2028

This document sets out key principles and mechanisms by which we can make the most of Green Infrastructure in Worcestershire. It is a document of hope and one that must become a powerful tool in delivering a more sustainable future for our communities and county.

For more information click on the link [Worcestershire Green Infrastructure Strategy](#)

52. Worcestershire County Council Landscape Charter Assessment

Landscape Character Assessment (LCA) is a tool for identifying the patterns and individual combinations of features – such as hedgerows, field shapes, woodland, land use, patterns of settlements and dwellings – that make each type of landscape distinct and often special to those who live and work in it.

For more information click on the link [Landscape Character Assessment](#)

53. Worcestershire County Council Local Transport Plans

Worcestershire Local Transport Plan focuses on attracting and supporting economic investment and growth, by delivering transport infrastructure and services to tackle congestion and improve quality of life

For more information click on the link [The Local Transport Plan](#)

54. Worcestershire County Council Net Zero Carbon Plan

Reducing carbon emissions is key in the fight against climate change, and we acknowledge the Council has a significant role to play. We are committed to reducing our own emissions and using our influence to reduce countywide emissions with partners and stakeholders and supporting wider adaptation to future climatic changes. Our work on this is outlined in our Environmental Improvement Plan, of which this Net Zero Carbon plan is a key theme.

For more information click on the link [Net Zero Carbon Plan](#)

55. Worcestershire County Council Public Health Joint Strategic Needs Assessment (JSNA)

The JSNA summaries include the annual report of the latest public health work and data and information for Worcestershire.

For more information click on the link [Public Health Joint Strategic Needs Assessment](#)

56. Worcestershire County Council Regulatory Services (WRS) document 'Code of Best Practice for Demolition and Construction Sites' (2nd Edition 2020)

This document is intended to provide contractors with a set of tools that allow them to plan, assess, and manage the disruption associated with demolition and construction work. The guide also provides a method of working responsibly outside of what would be considered standard working hours to facilitate complex and challenging projects with minimal impact.

For more information click on the link [Worcestershire Regulatory Services \(WRS\)](#)

57. Worcestershire County Council Sustainable Drainage Design Evaluation Guide (SuDS)

In 2010, the Flood and Water Management Act proposed that SuDS should be used in most development and this was confirmed in a ministerial statement on 23 March 2015 introducing the 'non statutory technical standards for SuDS. The responsibility for ensuring that SuDS are designed and implemented to a satisfactory standard lies with the Local Planning Authority (LPA)

For more information click on the link [Worcestershire Sustainable Drainage Design Evaluation Guide \(SuDS\)](#)

58. Worcestershire County Council Transport Asset Management Plan: March 2022

The Transportation Asset Management Plan (TAMP) has been developed by Worcestershire County Council in response to several major initiatives that have been introduced in recent years.

The TAMP covers Worcestershire County Council's entire highway network, including the primary asset types of carriageways, footway, street lighting, bridges and traffic signals, and the secondary asset types such as signs and drainage.

For more information click on the link [Transport Asset Management Plan](#)



Appendix C: Biodiversity Legislative Framework and Best Practice Guidance

Streetscape Design Guide 2025

Worcestershire County Council

Appendix C:

Biodiversity Legislative Framework and Best Practice Guidance

1. Biodiversity legislative framework and best guidance framework

The biodiversity legislative framework and best guidance framework is not limited to the following sources and developers should refer to these where applicable:

2. Local Nature Recovery Strategies (LNRS)

[Worcestershire Local Nature Recovery Strategy | Worcestershire County Council](#)

LNRS are a requirement of The Environment Act (2021) and The Environment (Local Nature Recovery Strategies) (Procedure) Regulations 2023. LNRS are statutory spatial planning documents establishing local biodiversity and natural environment priorities, and support Biodiversity Net Gain design and implementation. Worcestershire County Council's LNRS sets out the county's biodiversity priorities, key actions for nature's recovery ("Measures") and provides an interactive Local Habitat Map ("LHM"). Worcestershire County Council's LHM identifies the county's Areas of Particular Importance for Biodiversity and locations where the implementation of described Measures, such as considering adverse effects of Artificial Light at Night on biodiversity, can most effectively support nature's recovery.

3. Environment Act 2021

[Environment Act 2021 \(legislation.gov.uk\)](#)

The Environment Act 2021 makes provision about targets, plans and policies for improving the natural environment; for statements and reports about environmental protection; for the Office for Environmental Protection; about waste and resource efficiency; about air quality; for the recall of products that fail to meet environmental standards; about water; about nature and biodiversity including environmental monitoring and the insertion of requirements to achieve Biodiversity Net Gain (BNG) into the Town and Country Planning Act; to secure BNG via the creation of conservation covenants; regulation of chemicals; and for connected purposes.

4. The Wildlife and Countryside Act 1981 (WCA)

[Wildlife and Countryside Act 1981 \(legislation.gov.uk\)](#)

The WCA is the major legal instrument for wildlife protection in the UK. This legislation is how the Convention on the Conservation of European Wildlife and Natural Habitats (the 'Bern Convention'), the Convention on the Conservation of Migratory Species of Wild Animals (the 'Bonn Convention') and the European Union Directive on the Conservation of Wild Birds (79/409/EEC) (EC Birds Directive) are implemented in Great Britain (see below). The Act makes it an offence (subject to exceptions) to intentionally kill, injure or take any wild animal listed on Schedule 5 or wild bird not listed in Schedule 2; and prohibits interference with places used for shelter or protection and intentionally disturbing animals occupying such places. The Act makes it an offence (subject to exceptions) to intentionally pick, uproot or destroy any wild plant listed in Schedule 8.

5. Habitats Directive

[The Conservation of Habitats and Species \(Amendment\) \(EU Exit\) Regulations 2019 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

The Habitats Directive is transcribed into national legislation through The Conservation of Habitats and Species (Amendment) (EU Exit) Regulations (2019).

The provisions of the Habitats Regulations include:

- designation, management, monitoring and protection of the National Site Network, including SACs, SPAs and RAMSARs
- protections of listed rare and vulnerable habitats and species of plants and animals. Use the link below to access the relevant legislation.

The aim of the Habitats Directive is to 'maintain or restore, at favourable conservation status, natural habitats and species of wild fauna and flora of Community interest' (Habitats Directive, Article 2(2)).

6. Protection Of Badgers Act 1992

[Protection of Badgers Act 1992 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

The Protection of Badgers Act 1992 protects badgers and their setts. Offences under the Act include killing, injuring, or taking a badger, or to damage or interfere with a sett unless a license is obtained from the relevant statutory authority.

7. Countryside and Rights of Way Act 2000 (CRoW Act 2000)

[Countryside and Rights of Way Act 2000 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

The CRoW Act provides for public access on foot to certain types of land, amends the law relating to public rights of way, increases measures for the management and protection for Sites of Special Scientific Interest (SSSI) and strengthens wildlife enforcement legislation, and provides for better management of Areas of Outstanding Natural Beauty (AONB).

The Act places a duty on Government Departments and the National Assembly for Wales to have regard for the conservation of biodiversity and maintain lists of species and habitats for which conservation steps should be taken or promoted, in accordance with the Convention on Biological Diversity. Schedule 9 of the Act amends SSSI provisions of the Wildlife and Countryside Act 1981, including provisions to change SSSIs and providing increased powers for their protection and management. Schedule 12 of the Act amends the species provisions of the Wildlife and Countryside Act 1981, strengthening the legal protection for threatened species. The provisions make certain offences 'arrestable,' create a new offence of reckless disturbance, confer greater powers to police and wildlife inspectors for entering premises and obtaining wildlife tissue samples for DNA analysis, and enable heavier penalties on conviction of wildlife offences.

8. Natural Environment and Rural Communities (NERC) Act 2006

[Natural Environment and Rural Communities Act 2006 \(legislation.gov.uk\)](#)

The NERC Act makes provision in respect of biodiversity, pesticides harmful to wildlife and the protection of birds, and in respect of invasive non-native species. It alters enforcement powers in connection with wildlife protection and extends time limits for prosecuting certain wildlife offences.

Section 40(1) imposes a duty to conserve biodiversity:

“Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.”

Section 40(3) of the Act explains that: “Conserving biodiversity includes, in relation to a living organism or type of habitat, restoring or enhancing a population or habitat.”

The duty applies to all local authorities and extends beyond just conserving what is already there to conducting, supporting, and requiring actions that may also restore or enhance biodiversity.

Section 41 of the Act requires the Secretary of State to publish a list of habitats and species which are of principal importance for the conservation of biodiversity in England. The list (including 56 habitats and 943 species) has been drawn up in consultation with Natural England and draws upon the UK Biodiversity Action Plan (BAP) List of Priority Species and Habitats. The S41 list should be used to guide decision-makers such as local and regional authorities when implementing their duty: to have regard to the conservation of biodiversity in the exercise of their normal functions – as required under Section 40 of the NERC Act 2006.

The Environment Act further strengthens the S.40 NERC Biodiversity by requiring Public Authorities to “consider what action the authority can properly take, consistently with the proper exercise of its functions, to conserve and enhance biodiversity”, to have regard to any protected Site Strategies, Species Conservation Strategies and Local Nature Recovery Strategies, and to periodically report to Government on the actions taken towards this new 'Biodiversity Objective'. This Biodiversity

Objective is intended to contribute to the achievement of national goals and targets for biodiversity, as set out in the Environment Improvement Plan (EIP23) published by the Government in January 2023.

EIP23 commits to:

1. Halt the decline in species abundance by 2030.
2. Protect 30% of UK land by 2030 and by 2042:
 - increase species abundance by at least 10% from 2030, surpassing 2022 levels.
 - restore or create at least 500,000 ha of a range of wildlife rich habitats.
 - reduce the risk of species extinction.
 - restore 75% of our one million hectares of terrestrial and freshwater protected sites to favourable condition, securing their wildlife value for the long term.

Please also refer to the [Environmental Improvement Plan 2023](https://www.gov.uk/government/publications/environmental-improvement-plan-2023) - GOV.UK (www.gov.uk) to improve the natural environment.

9. Hedgerow Regulations 1997

[The Hedgerows Regulations 1997 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

The Hedgerows Regulations 1997 protect most countryside hedgerows from being removed (including being uprooted or otherwise destroyed) without prior permission from the local planning authority. The Regulations set out criteria for identifying important hedgerows, for which greater protection is conferred.

10. Biodiversity 2020: A Strategy for England's Wildlife and Ecosystem Services (2012)

[Biodiversity 2020: A strategy for England's wildlife and ecosystem services - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/biodiversity-2020-a-strategy-for-england-wildlife-and-ecosystem-services)

This is a biodiversity strategy for England's wildlife and ecosystem services which builds on the Natural Environment White Paper and provides a comprehensive picture of how England is implementing its international and EU commitments. It sets out the strategic direction for biodiversity policy for the next decade on land (including rivers and lakes) and at sea, building on the work that has gone before, but also seeking to deliver a step change. One of the Priority actions is that DEFRA "will work with transport agencies and key delivery partners to create coherent and resilient ecological networks in the natural areas at the edges of our strategic roads and railways, which cover approximately 60,000 hectares. The Government will host a forum with environmental stakeholders to inform future priorities for the enhancement of these green corridors." DEFRA state that they will "through reforms of the planning system, take a strategic approach to planning for nature within and across local areas. This approach will guide development to the best locations, encourage greener design, and enable development to enhance natural networks. We will retain the protection and improvement of the natural environment as core objectives of the planning system."

11. Infrastructure Act 2015

[Infrastructure Act 2015 \(legislation.gov.uk\)](https://legislation.gov.uk)

The Infrastructure Act (2015) makes provision for strategic highways companies and the funding of transport services by land; to make provision for the control of invasive non-native species; and nationally significant infrastructure projects.

Other sections of the Infrastructure Act 2015 closely related to environmental issues include sections on renewable heat incentives, off-site carbon abatement measures and cycling and walking investments strategies, making environmental issues a significant focus of the Act.

12. National Planning Policy Framework (2024)

[National Planning Policy Framework \(2024\)](#)

The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied. This includes several environmental policies.

Paragraph 187 states planning policies and decisions should contribute to and enhance the natural and local environment by:

- a) Protecting and enhancing valued landscapes, sites of biodiversity or geological value and soils (in a manner commensurate with their statutory status or identified quality in the development plan).
- b) Minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures.
- c) Preventing new and existing development from contributing to being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability.

Development should, wherever possible, help to improve local environmental conditions such as air and water quality, considering relevant information such as river basin management plans.

Paragraph 188 states.

- Plans should distinguish between the hierarchy of international, national, and locally designated sites; allocate land with the least environmental or amenity value, where consistent with other policies in this Framework; take a strategic approach to maintaining and enhancing networks of habitats and green infrastructure; and plan for the enhancement of natural capital at a catchment or landscape scale across local authority boundaries.

Paragraph 193 states when determining planning applications, local planning authorities should apply the following principles:

- a) If significant harm to biodiversity resulting from a development cannot be avoided (through locating on an alternative site with less harmful impacts), adequately mitigated, or, as a last resort, compensated for, then planning permission should be refused.
- b) Development on land within or outside a Site of Special Scientific Interest, and which is likely to have an adverse effect on it (either individually or in combination with other developments), should not normally be permitted. The only exception is where the benefits of the development in the location proposed clearly outweigh both its impact on the features of the site that make it of special scientific interest, and any broader impacts on the national network of Sites of Special Scientific Interest.
- c) Development resulting in the loss or deterioration of irreplaceable habitats (such as ancient woodland and ancient or veteran trees) should be refused, unless there are exceptional reasons, and a suitable compensation strategy exists; and
- d) Development whose primary objective is to conserve or enhance biodiversity should be supported; while opportunities to improve biodiversity in and around developments should be integrated as part of their design, especially where this can secure measurable net gains for biodiversity or enhance public access to nature where this is appropriate.

13. Defra (2011) Biodiversity 2020

[Biodiversity-Strategy-2020](#)

A Strategy for England's Wildlife and Ecosystem Services. The aim of the strategy is to halt overall biodiversity loss, support healthy well-functioning ecosystems and establish coherent ecological networks, with more and better places for nature for the benefit of wildlife and people.

14. Chartered Institute of Ecology and Environmental Management (2016)

[Guidelines-for-ecological-impact-assessment](#)

Guidelines For Ecological Impact Assessment in The UK and Ireland. Terrestrial, Freshwater and Coastal.

15. Preliminary Ecological Appraisal Methodology

[Guidelines for Preliminary Ecological Appraisal \(GPEA\) | CIEEM](#)

A Preliminary Ecological Appraisal (PEA) is a rapid assessment of a site's ecological features and potential impacts, often used as the first stage in assessing the biodiversity value and informing planning decisions for development projects.

16. British Standard 42020:2013 Biodiversity. Code Of Practice for Planning and Development

[BS 42020:2013 | 31 Aug 2013 | BSI Knowledge \(bsigroup.com\)](#)

BS 42020 provides recommendations to a rigorous professional, scientific, and consistent approach to gathering, analysing, presenting, and reviewing ecological information at key stages of the planning application process. This will help you in the planning and development of biodiversity.

17. Standards for Highways – LA 108 Biodiversity

[LA 108 - Biodiversity - DMRB \(standardsforhighways.co.uk\)](https://standardsforhighways.co.uk/la-108-biodiversity-dmrbs/)

This document *sets out the requirements for assessing and reporting the effects of highway projects on biodiversity.*

18. Standards for Highways – LD 118 Biodiversity Design

[LD 118 - Biodiversity design - DMRB \(standardsforhighways.co.uk\)](https://standardsforhighways.co.uk/ld-118-biodiversity-design-dmrbs/)

This document *sets out the requirements for ecological survey and design of biodiversity measures on highways projects.*



Appendix D: Principle Functions

Streetscape Design Guide 2025

Worcestershire County Council

Appendix D: Principle Functions

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.



Appendix E: Minor Applications Checklist

Streetscape Design Guide 2025

Worcestershire County Council

Appendix E: Minor Applications Checklist

1. Introduction

This is an information checklist for minor applications related to a household. It presents a summary of information that should be presented to the Local Planning Authority and Local Highway Authority in support of household and access changes i.e. household extensions, new or altered accesses, etc. This information does not fit every circumstance and should be treated as a guide only. The Local Highway Authority may require additional information, and this will be known when the Local Planning Authority consults with the Local Highway Authority on the submission of the planning application.

All highway design proposals should refer to this appendix or where appropriate to Chapter 4 in the Streetscape Design Guide, our Highways specifications, Manual for Streets (MfS) and other national or local standards that are relevant.

2. Checklist

In all cases, Worcestershire County Council, acting as the Local Highway Authority, will require the following documentation when consulted on a planning application:

- A site location plan, so that the site and its surrounding highway and public rights of way networks can be identified.
- A redline boundary plan. This provides the Local Highway Authority with details of land within your ownership, i.e. the area in which you can amend a house or access. Anything outside this boundary will be third party land (someone else owns it) or highway land. Our Public Rights of Way (PRoW) team will also need to be consulted where there is a public right of way inside or adjacent to a red line boundary.
- A description of the existing situation, i.e. the site or house, and details of what the proposals include. These details should also be set out in the planning application form and be as precise as possible.
- A drawing or plan showing the existing situation compared to the proposed situation. Pre and Post house extension or access, driveway changes, etc. Geometric dimensions should be specified.

Important Note: If a house extension does not increase the number of bedrooms, nor identify changes to parking, access, the adjoining highway, or access visibility, then the Local Highway Authority are unlikely to require consultation by the Local Planning Authority.

Highway Requirements (subject to the proposals) are shown overleaf.

3. Access Dimensions

- To be set out at 90 degrees to the adjoining carriageway or footway.
- Provided in a bound material i.e., tarmac, paving, grass Crete, etc. for at least 5 metres from edge of highway/back of footway.
- Minimum access /driveway width of 3.2 metres.
- Minimum access / driveway length of 6.0 metres.
- Longitudinal fall to driveway: Max 1:12 towards the carriageway, 1:8 in exceptional circumstances. Max 1:15 away from the carriageway.
- The connection to the priority road shall be laid out as a dropped vehicular crossing, further details can be found [What is a Vehicular Dropped Kerb? | Worcestershire County Council](#)
- Will not be adopted as a public highway.
- No access / driveways to be positioned within 20 metres of a junction bell mouth. Specific details are included in the Streetscape Design Guide.
- Water from driveways must not be discharged onto the highway.
- Two points of access to a single dwelling frontage are not supported. Under certain circumstances these can be allowed, but full visibility must be achievable from both access points (irrespective of 'in' and 'out' only signage) and vehicles must be able to enter, turn and exit the site in a forward gear at both accesses, and be able to route through the site, not utilising space allocated for vehicle parking.

4. Pedestrian Visibility

Where an emerging vehicle needs to cross a footway or service margin from a shared or individual private access /driveway, pedestrians, wheelers and cyclists must be given sufficient warning of the vehicle's approach, and the exiting vehicle must have sufficient visibility to see pedestrians and cyclists approaching. In such circumstances a visibility splay of 2 metres x 2 metres is required from the back edge of the highway limit.

5. Access Gates

Installed gates must be set back at a minimum distance of 5 metres from the back of the highway, and gates must open inwards only. The setback distance of 5 metres also applies to sliding gates.

6. Access / Driveway Materials

A driveway must be surfaced in a bound material for the first 5 metres from the back of highway (loose stones are not accepted) to prevent spillage onto the public highway.

7. Turning and Movement

On 'high speed' roads or roads that might include bus routes, or be positioned close to schools, include high pedestrian activity, or high vehicle volumes, provision should be provided to enable a vehicle to enter, park / turn and exit in a forward gear. The acceptability of a no-turning area may be suitable on some residential, low traffic areas, and low speed roads, but this will be at the discretion of the Highway Authority.

8. Parking

New houses or additional bedrooms to an existing household require additional off-street parking to be provided in accordance with standards. The minimum standards for car and cycle parking include:

Car and Cycle Parking spaces	* In Rural parishes of Redditch this should be increased to 4 spaces.
1 Bedroom Unit	1 car space / 1 cycle space
2 to 3 Bedroom Units	2 car spaces / 1 cycle space per bedroom
4 to 5 Bedroom Units	3 car spaces* / 3 cycle spaces for 4-bedroom dwelling, 4 spaces for 5-bedroom dwelling
6+ Bedroom Units	4 car spaces, or other value to be agreed based on evidence / 5 cycle spaces.

Please note that Houses of Multiple Occupancy (HMOs) have different parking standards to these presented above.

Car parking spaces should be a minimum of 2.4 metres x 4.8 metres in size; however, circulation space may be required for individual residential plots. Overlapping circulation space is also accepted.

As a potential solution, to improve street enclosure, carports, overcroft structures and gaps between the properties can be included on residential driveways. Pillar support is not acceptable, and any overcroft structures will need to span a minimum of 6.6m wide between two dwellings. The Local Highway Authority will require evidence to support such a provision.



Appendix F: Street Trees Information and Checklist

Streetscape Design Guide 2025

Worcestershire County Council

Appendix F: Street Trees and Information Checklist

1. The right tree in the right place

Trees and other soft landscaping form an important part of the network of highways that make our communities sustainable, enjoyable, and inclusive. These elements of new developments can be valuable assets to the overall scheme. There is well documented evidence that the wellbeing of residents and success of the local economy is improved through green space, such as:

“The impacts on mental wellbeing, social networks and sustainable communities probably work through a variety of mechanisms and it’s in these areas that the strongest evidence is emerging that urban green space can improve the public’s health”

UK Health Security Agency 2016

We advocate and encourage ‘the right tree in the right place’ and this principle must be applied at the early stages of design to ensure that trees can thrive and reach their full potential to remain as assets for as long as possible. This principle is not restricted by road classification.

Futureproofing newly planted trees, in so far as is practicably possible, will reduce their future maintenance requirements. This should then enable their successful adoption as part of the highway.

2. First Principle - Avoid tree and hedgerow loss

Schemes must consider the retention of existing landscape features identified through an appropriate assessment. Preliminary design of residential access roads, cycleways, and footpaths to serve the development should (as far as possible or unless wholly justified), be sympathetic to the Local Authority’s and Highways wishes during the design stage. For example, if a tree of value was situated within the visibility splay, all attempts should be made to reposition the access if this can be done safely.

Any development, where practicable, should be designed so that it is positioned outside the canopy spread and root protection area of existing trees; however, where space is limited, this may not be possible. Any development that is to take place within the root protection area and or crown spread of trees that are on or adjacent to the site, should be carried out in accordance with an arboricultural report. The arboricultural report should adhere to the guidance set out in BS5837:2012.

Thorny species are not acceptable immediately adjacent to footways and cycle tracks. It is expected that non-highway hedges adjacent to the prospective highway will be transferred to the frontages or the site wide management company, to ensure future maintenance is addressed. Highway landscape features should be maintained by the developer for a minimum period of 5 years from planting.

Existing trees, which will become maintainable at public expense, shall be the subject of a condition survey to ascertain their health and may be subject to Commuted Sum payments to cover their future maintenance cost. Please see the section on our website for more information about Commuted Sums.

The minimum headroom required for trees above a publicly maintained highway is:

1. All Roads: 5.1 metres
2. Cycleway: 2.3metres (see LTN 1/20 chapter 5 - Headroom Requirements)
3. Footway: 2.4 metres
4. Horse-riding routes other than underbridges or subways: 3.4 metres (2.8 metres for momentary obstructions)

The minimum required horizontal clearance a carriageway or vehicular route is 0.45 metres (0.6 metres preferred) to the edge of the carriageway/route.

3. Second Principle - Strengthen our landscapes with trees:

Worcestershire County Council is willing to consider new replacement or compensatory trees within the existing or adoptable highway, which may be subject to a Commuted Sum. The Local Authority will work closely with the local Arboricultural officer to agree the most suitable species and ensure it is compatible with the site wide approach to green infrastructure.

It is essential that highway tree planting is considered in detail at the early stages of the design process when the initial concept layout is formed. As a growing structure, the tree will require much more space above and below ground as it matures from when it was planted.

Tree canopy size and soil volume requirements at maturity are often overlooked at both the design and construction phase, regularly resulting in poor vitality and short life span. This in turn leads to a reduction in visual amenity value, an increase in maintenance costs, and the premature removal of trees. Soil moisture levels, particularly in areas of heavy clay, are important data to acquire before any decisions are made on tree species. An initial design concept which includes tree lined boulevards can be decimated at the detailed design stage when the reality of their spatial requirements is considered in detail.

It is, therefore, essential that the initial layout design recognizes and provides space for the eventual size of mature trees with careful consideration of the following points:

1. Appropriate root protection systems must be provided for all new trees, and specifications must demonstrate careful consideration of any nearby structures or services.
2. It is important that street lighting design layouts are considered at the outset of any landscape/tree proposals so that maturing canopies do not obscure or reduce the

effectiveness of lamps and, conversely, that lighting infrastructure will not inappropriately illuminate spaces intended to be of value for biodiversity.

3. Appropriate advice from suitably qualified ecological, landscape archaeology, heritage and arboricultural professionals should be sought and included in the design from an early stage, as all these specialisms contribute to determining applications. Worcestershire County Council will not accept adoption unless the proposals and implementation meet the county's requirements, are aligned with Worcestershire County Council's 'Green Infrastructure Strategy' and are climate, pest, and disease resistant free.

Worcestershire County Council will adopt trees and landscaping which at the time of completion of the s278/S38 maintenance period, show good vitality (leaf size/leaf colour/leaf canopy density/extension growth/incremental girth development/stem taper development) and structure. Spot checks will be carried out throughout the construction and maintenance periods. Developers will be prompted to take remedial action, if required, for 5 years from the date of planting.

Technical submissions are to include specifications relating to installation and post-planting and maintenance of trees to ensure contractors are adequately trained and experienced. We encourage discussions with council officers/engineers in relevant teams (e.g., trees, highways, lighting, road safety, drainage, urban design) in the early stages of the design. For external developers and their consultants, this should be through the Worcestershire County Council's Section 278 and 38 Development Control team. Worcestershire County Council will need to see evidence of the criteria, guidance and methods used when incorporating street trees into designs. The following references should be referred to where appropriate when planning schemes:

- a) Manual for Streets (1 and 2)
- b) BS 8545 Trees: From nursery to independence in the landscape –Recommendations
- c) BS 5837 Trees in relation to design, demolition, and construction –Recommendations
- d) BS 3998 Tree Work –Recommendations
- e) BS 3936-1 Nursery stock Part 1: Specification for trees and shrubs
- f) BS 4428 Code of Practice for general landscape operations
- g) BS 5489-1 Code of Practice for lighting of roads and public amenity areas
- h) BS 3882 Topsoil
- i) BS 8601 Subsoil
- j) Code of practice for the Sustainable Use of Soils on Construction Sites
- k) Trees in Hard Landscapes – A Guide for Delivery (Trees & Design Action Group)
- l) Trees and New Development – For All Working in the Built Environment (Trees & Design Action Group/University of Birmingham/BIFOR)
- m) TDAG Tree Species Selection for Green Infrastructure
- n) TDAG_FSAQ_2017.pdf
- o) TDAG - Trees and New Development
- p) NJUG Volume 4 Guidelines for the planning, installation, and maintenance of utility apparatus in proximity to trees (National Joint Utilities Group)

- q) Building Near Trees -NHBC Standards Chapter 4.2 (National House Building Council)
- r) Worcestershire County Council - Landscape Character
- s) Worcestershire County Council - Woodland Guidelines
- t) Urban Tree Manual <https://www.forestresearch.gov.uk/tools-and-resources/fthr/urban-tree-manual/>

4. Tree checklist for developers

When exploring feasibility/concepts:	Yes	No
Plan for the inclusion of street trees, covered by five-year post planting care?		
When trees are present on site, ensure a BS5873:2012 compliant tree survey and tree constraint are produced, and results used to inform design?		
Give attention to below-ground conditions, by ensuring information related to soils and location of any existing utility apparatus is gathered and factored in? This may include any implications related to foundation design where shrinkable clay soils are present.		
Gather information on landscape character and local treescape including veteran/ ancient/ notable trees and ancient woodland, to inform initial concepts as well as later detailed designs?		
When developing designs for securing development approval:	Yes	No
Explore all opportunities to make space for trees i.e.:		
On greenfield sites, ensure that the inclusion or retention of large trees is considered in parallel with the siting and dimensions of building, roadways, utilities and drainage?		
In retrofit situations, review carriageway and car parking allocations or consider planting (or enhancement to the rooting environment of existing trees) on the roadside of the kerb where footway width is too limited?		

Fully exploit tree benefits, whether existing or new to:		
Help to achieve the desired operational vehicular speed? e.g. gateway features		
Enhance the walking and cycling environment?		
Receive and manage surface water runoff, while also considering how this can benefit the tree?		
Enhance people's health and wellbeing?		
Enhance and support urban wildlife?		
Provide microclimate control (e.g. shading, shelter from wind, reducing overheating on glazed frontages) and associated impacts on buildings?		
Enhance or conserve cultural and historic amenity?		
Increase the climate and disease resilience of existing tree populations?		
Ensure above ground compatibility, i.e.:		
Factor tree growth over time in the positioning of new trees in respect to surrounding buildings and other infrastructure?		
Follow guidance to achieve good visibility for road users, commercial signs and shop windows, street lighting, and CCTV?		
Review all options to make informed and context sensitive choices for the surface and edge treatment around new or existing trees?		
Seek input from a tree specialist to:		
Provide quality rooting environment compliant with BS 8545:2014 paragraph 10.2, and adequate tree support, protection and other above-ground measures as per BS 8545:2014 paragraph 10.3?		
Select species that suit the identified physical and biological constraints of the site, will be sustainable in the future and follow the 30:20:10 rule?		
Provide a BS5837:2012 compliant Tree Protection Plan and Arboriculture Method Statement to protect existing trees?		
Ensure trees are sourced and incorporated following an evidenced Biosecurity and Phytosanitary Policy?		

When finalising documentation and preparing for construction:	Yes	No
For large sites, explore advance procurement with the design specialist to precisely secure the right tree species with the right specifications?		
Work with a tree specialist to write a competent tree specification, following the recommendations in chapter 8 of BS8545:2014?		
Ensure arboricultural supervision during construction to maintain compliance with method statements and updating of protection measures?		
Make effective arrangements for the handover of information between the planning/design team and the construction team relating to agreed protection measures for trees, soils and preparation of the tree rooting environment?		



Appendix G: Structure Scenarios

Streetscape Design Guide 2025

Worcestershire County Council

Appendix G - Structure Scenarios

1. Introduction

All structures will be required to comply with the requirements of CG 300 'Technical Approval of Highway Structure' from the 'Design Manual for Roads and Bridges' DMRB.

Subject to any exclusions expressly stated in CG 300, technical approval (TA) procedures shall be applied to all proposals, including third party proposals and private developments, which are:

- 1) Within the highway boundary.
- 2) Outside the highway boundary, where the structures are to be adopted by the Overseeing Organisation.
- 3) Outside the highway boundary where works can affect the highway or highway structure; and,
- 4) Outside the highway boundary where works can affect the safety of the highway.

Developers are reminded that the requirements for the various categories of structure are advisory, and the Technical Approval Authority (TAA) can change these depending on the risk presented by the proposed structure.

2. Definitions

Term	Definition
Overseeing organisation	Worcestershire County Council Highways or their successors
Technical Approval Authority (TAA)	Worcestershire County Council Highways or their successors or any organisation or person appointed by them for the purpose of technical approval.
Halo	An unobstructed space in the horizontal and vertical plane around the structure to allow access for inspection and maintenance activity

3. Scenario's

SCENARIO 1 - All new structures within the existing highway, or prospectively adoptable highway, boundary:

- Where any part of the structure [including approach embankments or cuttings, etc.] extends beyond the limits of the current highway the land not currently designated as public highway shall be dedicated to public highway to give the Highway Authority full control over the land upon which the structure and its component parts rest. This includes all land within the 'footprint' of the structure.

An additional minimum 2m margin 'halo' around all structural elements [including buried elements such as foundations, soil nailing, and reinforced earth] shall be dedicated to highway to protect the structure from interference and to provide for future uninhibited inspection and maintenance access by the Highway Authority. These additional areas shall be finished with low maintenance materials agreeable to the Highway Authority, and which may vary from development to development. The area so dedicated shall be fenced off as agreed with the Highway Authority. Commuted Sums shall be paid to the Highway Authority by the developer to cover future maintenance, and / or reconstruction.

SCENARIO 2 - Structures to be adopted as highways supporting the highway or land above the highway [e.g., retaining walls] adjacent to private housing developments:

- Where any part of the structure extends beyond the limits of the current highway, the land not currently designated as public highway shall be dedicated as public highway to give the Highway Authority full control over the land upon which the structure and its component parts rest.
- An additional minimum 2m margin 'halo' around all structural elements [including buried elements such as foundations, soil nailing, and reinforced earth] shall be dedicated to highway to protect the structure from interference and to provide for future uninhibited inspection and maintenance access by the Highway Authority. These additional areas shall be finished in low maintenance materials acceptable to the Highway Authority, and which may vary from development to development. The area so dedicated shall be fenced off as agreed with the Highway Authority.
- Commuted Sums shall be paid to the Highway Authority by the developer to cover future maintenance, and / or reconstruction.

SCENARIO 3 - Structures NOT to be adopted as highways supporting the highway or land above the highway [e.g., retaining walls] adjacent to private housing developments:

There are no additional requirements beyond compliance with technical approval procedures in CG 300

SCENARIO 4 - Structures NOT to be adopted as highway supporting the highway or land above the highway [e.g., retaining walls]: adjacent to ongoing commercial developments.

- The developer will be required to commit to the Code of Practice for the Management of Highway Structures complying with the inspections and maintenance requirements in all respects and provide evidence to the Highway Authority that this has been done at each cycle specified within the code. Evidence shall include copies of inspection reports; maintenance works and structural assessment and check certificates compliant with CG300 when required.
- The developer will agree to indemnify the Highway Authority against all claims and costs arising from the construction, presence, use, maintenance, and removal of the structure. The highway authority is likely to require the developer carry annual

insurance. Written evidence shall be provided on an annual basis so that such indemnity is provided.

- The above requirements shall be included in property deed transfers to ensure future owners of the land are kept aware of their liabilities. The Highway Authority shall be provided with a copy of the deeds after each transfer of the land.

SCENARIO 5 - All new structures under an existing highway, or prospectively adoptable highway provided by or for Statutory Undertakings [e.g., flood attenuation, storm overflows].

- These will be subject to the requirements of CG 300
- Structures should ideally be located away from the carriageway, or in public open space, if this cannot be achieved then they should be so positioned and agreed with the Highway Authority so as not to prohibit the future use of the highway during:
 - Cyclic cleansing
 - Maintenance of the structure
 - Replacement

SCENARIO 6 - All new and modifications to structures over or under an existing, or prospectively adoptable highway where the use is to remain private [service and access]. May include retaining walls.

- Structures over the highway should be constructed such that all supports are located outside the highway boundary wherever possible.
- Where structures are over the highway measures must be taken to prevent objects falling onto the public highway at any time.
- The highway authority will reserve the right to request the structure is removed at the developers' expense at any time.
- The developer will be required to commit to the Code of Practice for the Management of Highway Structures to comply with the inspections and maintenance requirements in all respects and provide evidence to the Highway Authority that this has been done. Evidence shall include copies of inspection reports; maintenance works and structural assessment calculations.
- The developer will agree to indemnify the Highway Authority against all claims and costs arising from the construction, presence, use, maintenance, and removal of the structure. The highway authority is likely to require the developer carry annual insurance. Written evidence shall be provided on an annual basis so that such indemnity is provided.

The above requirements shall be included in property deed transfers to ensure future owners of the land are kept aware of their liabilities. The Highway Authority shall be provided with a copy of the deeds after each transfer of the land.



Appendix H: Digital Infrastructure & Connectivity

Streetscape Design Guide 2025

Worcestershire County Council

Appendix H: Digital Infrastructure & Connectivity

1. Introduction

- a) The purpose of this appendix is to outline the requirements for the provision of digital infrastructure within the highway or public areas of the scheme/project when working within the Worcestershire County Council (WCC) area.
- b) The information provided in this appendix should be read in conjunction with information provided in the UKs Digital Connectivity Portal¹, the UK Wireless Infrastructure Strategy², the National Planning Policy Framework (NPPF) 2024³, the 'Digital Infrastructure and Connectivity' section of the relevant District's Local Development Plan and any Worcestershire County Council approaches to any of the National Guidance⁴. In particular 'Digital Infrastructure' may be considered alongside Electric Vehicle Charging and Streetlighting infrastructure as all require power, they may share physical assets (e.g. columns) and have 'data' requirements.
- c) The Local Development Plans in Worcestershire, which have been updated since 2019, outline the requirement for developers to include Fibre to the Premises (FTTP) broadband infrastructure to all properties and a request to engage with Mobile Network Operators (MNOs) in respect of the provision of mobile infrastructure in areas they are developing. It is equally important that homeowners, developers, and their consultants, include and make considerations for digital infrastructure and connectivity in formulating designs and making applications for planning permission and subsequent highways legal agreements on the county's highways, public spaces (indoor and outdoor), major and minor projects, not just considering them as a conduit to deliver to homes and businesses but for those spaces themselves to be digitally connected.

2. Background

- a) The UK Government is committed to improving the availability of broadband and mobile connectivity across the UK, as well as driving innovation in telecommunications and wider technology sectors, the country requires the necessary digital infrastructure to support these ambitions.
- b) Specifically, Building Digital UK (BDUK) has the remit to ensure Gigabit Capable broadband infrastructure reaches 99% of UK premises by 2030 and improve access to 4G mobile network in hard-to-reach areas. Whilst the UK Wireless Infrastructure Strategy aims to deliver nationwide coverage of standalone 5G to all populated areas by 2030, ensuring that we can

¹ <https://www.gov.uk/guidance/digital-connectivity-portal>

² <https://www.gov.uk/government/publications/uk-wireless-infrastructure-strategy/uk-wireless-infrastructure-strategy>

³ [National Planning Policy Framework - GOV.UK](#)

⁴ <https://www.worcestershire.gov.uk/digital-worcestershire/digital-connectivity-worcestershire>

bring its full benefits to villages and rural communities well beyond cities and towns, as well as a strategy for 6G.

- c) Locally, Shaping Worcestershire’s Future 2022-2027, is equally ambitious aiming to provide gigabit capable broadband connectivity to 90% of our homes and businesses in Worcestershire by 2027, support improvements in mobile telecommunications and continue to explore leading edge digital technologies, such as 5G. Referencing that digital connectivity and digital solutions will:
- i. support Worcestershire’s economy for the next generation and maximise opportunities associated with our changing ways of work and life.
 - ii. Ensure our residents are equipped to access future opportunities as we experience a shift in working patterns and value quality of life alongside earning potential.
 - iii. Ensuring people and places are connected, physically and digitally, is vital to supporting continued economic growth, and unlock further expansion in high-tech and knowledge intensive industries.
 - iv. Attract and retain high-tech and knowledge intensive businesses and build a resilient and dynamic economy for the future.
 - v. Help to enhance connection between our communities and services.
 - vi. Support our management and decision making through the provision of real-time data and trend analysis. This will support our data-driven decision-making approach, ensuring we focus our resources on key areas that will provide the best outcomes for Worcestershire.
- d) To assist with the achievement of these aims, the Government has created the ‘Digital Connectivity Portal’⁵ including toolkits to support delivery and have recently conducted several consultations to the Electronic Communications Code (ECC), which is set out in Schedule 3A of the Communications Act 2003⁶. The ECC is a set of rights that are designed to facilitate the installation and maintenance of electronic communications networks, by operators with ‘Code Powers’, and further information around the ECC can be found on the UK Gov and Ofcom websites⁷, whilst Ofcom also holds the list of operators with ‘Code Powers’⁸.
- e) Recognising that to achieve the UK Government ambitions and the powers granted to named operators within the ECC it is imperative that to avoid new developments being ‘dug up’ or having poles and masts unsympathetically retrofitted, it is imperative that the digital

Commented [SA1]: These should be bullets

⁵ [Digital Connectivity Portal - GOV.UK](https://www.gov.uk/digital-connectivity-portal)

⁶ <https://www.legislation.gov.uk/ukpga/2003/21/schedule/3A>

⁷ [https://www.ofcom.org.uk/phones-telecoms-and-internet/information-for-industry/policy/electronic-comm-code#:~:text=The%20electronic%20communications%20code%20\(the,maintenance%20of%20electronic%20communications%20networks.](https://www.ofcom.org.uk/phones-telecoms-and-internet/information-for-industry/policy/electronic-comm-code#:~:text=The%20electronic%20communications%20code%20(the,maintenance%20of%20electronic%20communications%20networks.)

⁸ <https://www.ofcom.org.uk/phones-telecoms-and-internet/information-for-industry/policy/electronic-comm-code/register-of-persons-with-powers-under-the-electronic-communications-code>

infrastructure needs of today and tomorrow need to be included either within the development or at least future provision designed in. **We have a clear goal that developers take a 'Dig Once' approach to any new developments or improvements.** The sections below set out the main considerations we expect developers and their consultants to make in terms of digital infrastructure, recognising the fast-changing nature of digital connectivity and connected services.

3. Required considerations for broadband and wired infrastructure.

- a) All new developments will be expected to include the provision of full fibre gigabit capable network infrastructure / Fibre to the Premises (FTTP) to enable broadband services for premises and all occupiers in the case of shared units.
- b) Within all new developments, ducting infrastructure should be provided to at least 120% of the capacity requirements of the proposed development to provide for future growth, including for ducting to support wireless backhaul. The additional capacity will allow for future proofing supporting digital connectivity for other solutions such as fibre connectivity to mobile or smart community applications, which, for example, could provide energy efficient lighting or traffic management solutions for development.
- c) Developers and their agents should consult with the major fibre network providers, including, but not limited to, Airband, City Fibre, Full Fibre, Openreach and Virgin Media O2 as well as the Council's Digital Infrastructure and Connectivity team to understand what digital infrastructure already exists, may be already planned or could be installed as part of commercial or gap-funded programmes. Guidelines for the installation of duct networks should be in line with the requirements of the Highways Authority and to those of network infrastructure providers; Openreach produces minimum install requirement guidelines that are available on their website.
- d) Where streetlighting is being installed then fibre connection pots should be made available to columns in key locations such as junctions or tight bends, as these have more 'lines of sight' to other columns, allowing for wireless point-to-point networks to be effectively installed later as required.
- e) In some exceptional locations outside populated areas, an equivalent alternate solution may be acceptable if developers are unable to facilitate an FTTP solution, although FTTP is the preferred option, and the burden of proof lies with the developer as to why an alternative solution is required. In any case, developers must, as a minimum, make sure that broadband services reach ultrafast speeds and are available to all premises.
- f) The migration away from analogue services over the copper network is already underway; in 2015, BT announced it would be switching off the Public Switch Telephone Network (PSTN) and Integrated Services Digital Network (ISDN) by 2025, now delayed until 2027, with a plan eventually to fully retire the copper network in the 2030s. For this reason, any development or re-development that includes street furniture, which may use digital connectivity e.g. bus shelters, digital signage, traffic-controlled junctions, should have fibre pots available and

provision of cabinets as required, if not to have access to 'wireless/mobile connectivity services.

- g) The development of transport hubs and sites incorporating business parks should also consider the need for resilience and additional required infrastructure within the development to ensure appropriate digital connectivity for the site. As an example, high value manufacturing and businesses that rely on connectivity for mission critical operations, value a second option for fibre, should the primary route fail. Equally businesses, or busy areas may seek Multi Access Edge Compute (MEC) facilities in the shape of a communications room or access to a communications cabinet, provision / space for such facilities should be built into designs allowing for their install later when the anticipated demand arrives.
- h) To promote a dig once approach, ducting should be laid throughout a development, with chambers installed at appropriate intervals / tight bends and at the boundaries of the new development / scheme / project, in line with guidelines to reduce any need to dig again. Whilst Worcestershire does not currently have their own 'dig once' policy, strong examples exist in other areas, including Cambridge⁹, London¹⁰ and Berkshire¹¹. Wherever practicable when redeveloping a site, if existing network is direct buried armoured cable or telegraph poles are present then developers are encouraged to work with network providers to install underground ducting.

4. Required considerations for mobile and wireless infrastructure

- a) The UK Wireless Infrastructure strategy should be referred to for background information on the benefits and changing scene of wireless connectivity in the UK. Mobile and other wireless infrastructure are increasingly important for when people are on the move, monitoring assets and as alternative ways to connect fixed locations when full fibre is cost prohibitive or otherwise impracticable.
- b) All new developments will be expected to consult with recognised Mobile Network Operators (MNOs) or third-party telecommunications infrastructure providers / providers of neutral host networks, to determine how the new development may impact upon existing and planned mobile services around the proposed development, including line of sight and capacity. As well as the expected requirements of the new development and to work with MNOs, third parties and their agents to install or design future need requirements into developments and schemes.
- c) Developers and their agents are asked to note that all the MNOs have plans to switch off the 2G and 3G networks, the 3G network switch off commenced in 2023 for most operators, with

⁹ <https://www.connectingcambridgeshire.co.uk/about/enabling-digital-delivery/fibre-ducting-in-transport-schemes-dig-once-policy/>

¹⁰ <https://www.london.gov.uk/programmes-strategies/better-infrastructure/infrastructure-coordination/streets-service/dig-once-approach>

¹¹ <https://www.berkshiredig.org.uk/dig-once-strategy>

the 2G networks to follow within the next 7 years, this will place additional needs onto the 4G, 5G and future 6G networks

- d) There may also be a need for other wireless technologies to be deployed into a development such as low powered wide area network technologies, Internet of Things (IoT), fixed wireless, and Wi-Fi. Developers are expected to indicate and justify inclusion of these technologies within the design or for omitting them, considering them against the changing shape of transport / public and private sector services. Both outdoor and indoor spaces need to be able to connect. Increasingly 'small cells' are deployed to cater for high demand areas or for indoor spaces. It is expected that developers should make provision of suitable locations for outdoor macro-masts and their associated ground level cabinets and for siting of small cells both indoors and outdoors, these may be on buildings, dedicated mounts or shared with other streetscape infrastructure on columns or poles. New PAS 190 and PAS 191 are available for columns and poles hosting communications equipment¹². Appropriate space should also be provided to support communications equipment, e.g. MEC, public radio network equipment and potentially private networks in a specified room or cabinet that can be accessed as required for maintenance and network management. Liaison with the MNOs here is crucial as there may be appetite for active or passive sharing of infrastructure and potential adoption of neutral host models that may reduce the amount of equipment and space required. As indicated in section 3, wired infrastructure and ducting will be preferred to be available to key assets to support backhaul for the wireless edge of the network. Designing the locations for digital infrastructure is particularly important considering the power available to ECC code operators and the expectation of end-users. Without it there is the risk that an operator with ECC code powers may retrospectively install equipment, with a greater risk that multiple operators will then do this, not only causing short term inconvenience but impacting on the aesthetics of the site as it was designed. It is recognised that some developments may seek to have a more active role in provision of network, including managed services and neutral host, it is important that developers who consider this approach should consult the latest guidance from the market and Ofcom as the regulator. As a minimum, there is a need for any provision of wireless network infrastructure to be designed to:

- Follow International Commission on Non-Ionizing Radiation Protection (ICNIRP) Guidelines¹³ and / or any other relevant guidance in place at the time of the application) for safe emissions to be met.
- Avoid interference with existing electrical equipment, air traffic services or other licensed spectrum in line with Ofcom requirements.
- Consider the provision of in-building solutions for telecommunications technology.
- Consider the impact of the development on its surroundings with the following criteria:

¹² [PAS 190:2023 | BSI \(bsigroup.com\)](#) and [PAS 191:2023 | BSI \(bsigroup.com\)](#)

¹³ [ICNIRP](#)

- The siting and appearance of the proposed apparatus and associated structures should seek to minimise the impact on the visual amenity, character, landscape, or appearance of the surrounding area, particularly if it is proposed in an area of historic built environment or natural environment designations. All location of equipment considerations should be considered through Government guidance.
- If on a building, apparatus and associated structures should be sited and designed to seek to minimise the impact on the external appearance. When choosing a suitable location for the apparatus, ongoing access at appropriate and suitable times should be considered.

5. Contact details

Please contact the Digital Infrastructure and Connectivity Team at Worcestershire County Council for further information or queries relating to the guidance included within this Appendix.

Email: Broadband@worcestershire.gov.uk

Website: [Digital Connectivity | Worcestershire County Council](#)



Appendix I: Parking Standards by Land Use Classification

Streetscape Design Guide 2025

Worcestershire County Council

Appendix I: Minimum Parking Standards by Land Use Classification

Land Use Class	Description	Car Parking	Cycle Parking
B2	General Industry	1 space per 35sqm for first 250sqm thereafter 1 space per 50sqm GFA	1 space per 200sqm GFA
B8	Storage and Distribution	1 space per 250sqm GFA	1 space per 400sqm GFA

Land Use Class	Description	Car Parking	Cycle Parking
C1	Hotel	1 space per bedroom	1 space for every 4 bedrooms, with 2 spaces as a minimum
C2	Hospital	1 space per 2 FTE staff 1 space per 3 beds for visitors	1 space per 3 staff
C2	Care Home	1 space per 4 residents plus 1 space per staff member	1 space for every 10 residents and 1 space for every 4 members of staff
C2	Residential School	1 space per 2 staff (FTE) plus 1 space per 15 students, plus 1 space per bed for residential staff	1 space per 5 residents
C2	Sheltered Accommodation	1 space per 3 units. 1 space per staff member	1 space for every 5 residents
C3	Residential (1 bedroom)	1 space per unit	1 space per bedroom
C3	Residential (2-3 bedroom)	2 spaces per unit	1 space per bedroom (2/3)
C3	Residential (4-5) bedroom	3 spaces per unit	3 spaces for 4 bedrooms and 4 spaces for 5 bedrooms
C3	Residential (6+ bedrooms)	4 car spaces minimum or value to be agreed based on evidence	5 spaces for 6+ bedrooms

C3	Residential Caravan	Same as residential dwellings	1 space per unit
C3	Transit/Static Holiday Accommodation	1 space per unit (2 spaces per unit if 3+ bedrooms)	Same as residential dwellings
C4	HMO-4 – 6 bedrooms	minimum 3 car parking spaces	one cycle parking space per bedroom
C4	HMO- 7 – 8 bedrooms	minimum 4 car parking spaces	one cycle parking space per bedroom
C4	HMO- 9+ bedrooms	demonstrate provision but a minimum of 4 spaces	one cycle parking space per bedroom

Land Use Class	Description	Car Parking	Cycle Parking
E	Retail small (<200sqm)	1 space per 25sqm GFA	1 space
E	Retail Medium (200 to 1,000 sqm)	1 space per 25sqm GFA	1 space per 200 sqm
E	Retail (<1000sqm GFA)	1 space per 25sqm GFA	1 space per 150sqm GFA
E	Food Retail (>1000sqm GFA)	1 space per 25sqm for first 1000sqm thereafter 1 space per 14sqm GFA	1 space per 150sqm GFA
E	Non-Food Retail	1 space per 20sqm GFA	1 space per 150sqm GFA
E	Financial and Professional Services	1 space per 25sqm GFA	1 space per 150sqm GFA
E	Restaurants and Cafes	1 space per 5sqm GFA	1 space per 100sqm GFA
E	Office / Business	1 space per 25sqm for first 2500sqm thereafter 1 space per 30sqm GFA	1 space per 150sqm GFA
E	Surgery / Dentist/ Health Facility	4 spaces per consulting room	2 spaces per consulting room
E	Leisure Centre/Sports Centre	1 space per 22sqm GFA	1 space per 100sqm GFA and 1 space for every 5 members of staff
E	Creche / Day Nursery	1 space per staff member. Drop off/pick up facilities at 1 space per 10 children	1 space for every 4 members of staff

Land Use Class	Description	Car Parking	Cycle Parking
F.1	Primary and Secondary Schools	1 space per member of staff. Parking not to exceed FTE staff.	Separate provision for staff and students. Based on Travel Plan mode share targets, minimum: Staff: 1 per 5 staff Students: 1 per 10 students Scooter parking required.
F.1	Further & Higher Education	1 space per 2 members of staff and 1 space per 15 students	Separate provision for staff and students. Based on Travel Plan mode share targets, minimum: Staff: 1 per 5 staff Students: 1 per 10 students
F.1	Art Gallery /Library / Museum	1 space per 30sqm GFA	1 space per 50sqm GFA
F.1	Place of Worship	1 space per 22sqm GFA	1 space per 50sqm GFA
F.2	Swimming Pool	1 space per 5sqm. pool area	1 space per 100sqm GFA
F.2	Golf Course /Driving Range	2 spaces per hole. 2 spaces per bay for driving range	1 space per 5 car parking spaces

Land Use Class	Description	Car Parking	Cycle Parking
*	Drinking Establishments	1 space per 10sqm GFA. Plus, appropriate standard for dwelling accommodation	1 space per 100sqm GFA
*	Hot Food Takeaways	1 space per 20sqm GFA	1 space per 100sqm GFA
*	Cinema	1 space per 5 seats	1 space per 100sqm GFA
*	Conference Facility	1 space per 5 seats	1 space per 100sqm GFA
*	Concert Hall/Nightclub	1 space per 22sqm GFA	1 space per 100sqm GFA
*	Public Transport Interchange – Standard Stop		Upon own merit
*	Public Transport Interchange – Major Interchange		1 per 200 daily users

*Sui Generis



Appendix J: Road Safety Audit Templates

Streetscape Design Guide 2025

Worcestershire County Council

Appendix J - Road Safety Audit Templates

Introduction

A Road Safety Audit is a systematic process for checking the road safety implications of highway improvements and new road schemes. The objective of the process is to minimise future road collision occurrence and severity once the scheme has been built and the road comes into use.

The Road Safety audit considers all road users, particularly vulnerable users such as pedestrians and pedal cyclists. Having identified potential road safety problems, the audit then makes practical recommendations for improvement.

Worcestershire County Council require all changes and improvements to the highway that have the potential to change driver behaviour to undergo Road Safety Audit at the design, construction and post opening stages.

If a scheme is not considered to require a safety audit, an exemption statement must be set out using template A with signed approval from Worcestershire County Council.

All Road Safety Audits must have a brief set out by the designer using template C 'RSA Brief' and this should be submitted to Worcestershire County Council for approval. The developer can then employ any professionally accredited Road Safety Audit team to carry out the audit. The final audit report for submission to Worcestershire County Council must be set out using template D. Finally, the designer must provide a full response to the audit using template F. The process is then finalised setting out the agreed actions with Worcestershire County Council.

A: - Exemption file note template

A1 Highway scheme details

Details of the highway scheme proposed for exemption from the road safety audit process are provided below.

Table A1 Highway scheme name, location and description

--

A2 Exemption statement

In accordance with GG 119 road safety audit, I have examined the details of the above highway scheme.

For the reason(s) set out below, the highway scheme is considered exempt from road safety audit as there is no impact on road user behaviour for all potential road users in this location and there will be no adverse changes to the outcome of a collision.

Table A2 Reasons for exemption

--

A4 Worcestershire County Council approval

The Worcestershire County Council approval for the exemption from the road safety audit process is provided below.

Table A4 Worcestershire County Council approval

Name	
Role	
Organisation	
Signature	
Date	

Template C. Road safety audit brief template. Tables C1-6

Table C1 Authorisation

Date	dd/mm/yyyy
Document Reference	Unique ref
Prepared By	Design Organisation
On behalf of	Name of Project Manager/ Sponsor at Worcestershire County Council
DATE AUDIT REPORT IS REQUIRED AUTHORISATION	
Project	Insert scheme name
Report Title	State RSA stage
PREPARED BY	
Name	Author of brief
Signed	
Organisation	Design Organisation
Date	dd/mm/yyyy
I APPROVE THE RSA BRIEF AND INSTRUCT THE RSA TO TAKE PLACE ON BEHALF OF WORCESTERSHIRE COUNTY COUNCIL	
Name	Name of Project Manager/Sponsor
Role	
Organisation	
Signature	

Table C2 General Details

Highway Improvement Scheme Name: Road Number:	
Capital Cost Code:	
Type of Scheme e.g. new road scheme, junction improvement, traffic signs and road markings improvement, traffic calming scheme, etc.	
Road Safety Audit Stage (tick as appropriate) RSA 1 (Interim) RSA 2 (interim) RSA 3 (Interim) RSA 4	
Overseeing Organisation Project Sponsor Details	Design Organisation Details
Police Contact Details (Required for Stage 3 Road Safety Audits only)	Maintaining Agent Contact Details
Road Safety Audit Team Membership (if known)	
Terms of Reference This Road Safety Audit (RSA) is to be undertaken fully in accordance with the DMRB Standard GG 119, as well as the contents of this Road Safety Audit Brief.	

Table C3 Scheme Details

General Including scheme purpose and start date for construction
Design Standards Applied to the Scheme Design E.g. DMRB, MfS
Design Speeds

Provide details of applied and/or existing speeds
<p>Speed Limits State whether mandatory or advisory Available Actual Speed Survey Data Please request direct from Worcestershire County Council Data Collection - TrafficAndAccidentDa@worcestershire.gov.uk</p>
<p>Existing Traffic Flows/Queues: - ATC, turning count and queue info Please request direct from Worcestershire County Council Data Collection - TrafficAndAccidentDa@worcestershire.gov.uk</p>
<p>Forecast Traffic Flows Please request direct from Worcestershire County Council Data Collection - TrafficAndAccidentDa@worcestershire.gov.uk</p>
Non-Motorised User (NMU) Desire Lines
<p>Environmental Constraints Suggested Contacts and Info – Environment Agency Natural England Magic Map Ecology - ecology@worcestershire.gov.uk Biodiversity - ecology@worcestershire.gov.uk</p>

Table C4 Locality

<p>Description of Locality Include all constraints within the scheme extent</p>
<p>General Description Road network, road type, land uses etc</p>
<p>Relevant Factors which may affect Road Safety Factors known to the design organisation and considered part of the design. This should also include anything that would not be immediately obvious to the RSA team – such as school crossing patrols and large events, for example.</p>

Table C5 Analysis

<p>Personal Injury Collision Data Analysis</p> <p>Please request direct from Worcestershire County Council Accident Studies maps, stick diagrams and full interpreted listing. You will need to be specific about area to be covered when making request – roadsafetyaudit@worcestershire.gov.uk</p> <p>At stages 1, 2, and 3 provide a summary of road traffic collision data covering both the extent of the scheme and the adjoining sections of highway.</p> <p>As a minimum, the most recent 36 months of data.</p> <p>At stage 4, provide 12 months of post-opening validated road traffic collision data.</p> <p>Raw data should be provided as an appendix</p>
<p>Departures and Relaxations from Standard</p> <p>Include status details, i.e. approved/pending/rejected, and any design strategy records produced for improvements to existing trunk roads and motorways.</p> <p>Note all Departures require approval from Worcestershire County Council delegated officer</p>
<p>Previous Road Safety Audit Reports, Road Safety Audit Response Reports and Exception Reports</p> <p>Attach previous reports to the RSA brief or provide an explanation where these are not available.</p>
<p>Strategic Decisions – Items outside the scope of this Road Safety Audit</p> <p>Includes items outside the scope of this RSA which will not change irrespective of the RSA, for example route choice, junction type, approved departures from standard.</p>
<p>List of documents included and drawings</p> <p>Documents</p> <p>For example: previous RSA reports; design responses; departures; road traffic collision data; walking, cycling and horse-riding assessment and reviews. This could include any relevant operational data such as damage-only collision data or incident logs.</p> <p>This list could be included as an attachment to the RSA brief or a hyperlink to a shared electronic location where the RSA brief information has been collated.</p>
<p>Reference and Revision</p> <p>Title</p> <p>Date</p>
<p>Drawings</p> <p>This list could be included as an attachment to the RSA brief or a hyperlink to a shared electronic location where the RSA brief information has been collated.</p>
<p>Drawing No. and Revision</p> <p>Title</p> <p>Date</p>

Table C6 Checklist

Tick all that are included and provide reasons for those that are not included			
Site Location Plan		Scale layout plans	
Departures and Relaxations from Standards		Construction/typical details	
Previous Road Safety Audit Reports		Previous Road Safety Audit Response Reports and Evidence of agreed actions	
Personal injury Collision Data and analysis		Road traffic collision plot/map	
Traffic signal staging		Traffic counts	
Speed survey data			
Speed surveys		NMU desire lines and volumes	
NMU Context and Audit Report		Items outside the scope of RSA/strategic decision	
Other factors that may impact on road safety		Design speeds/speed limits	
Design Standards used		Adjacent land uses	

Template D. Road safety audit report template

Table D1 Project details

Report Title	State RSA stage
Date	dd/mm/yyyy
Document Reference and Revision	Unique ref
Prepared By	RSA leader organsiation
On behalf of	

D2 Introduction

A description of the proposed highway scheme, including details of its location and its objectives. Make reference to any strategic decisions and confirm that any recommendations to make significant changes in relation to these elements are unlikely to be acceptable.

Details of who supplied the RSA brief, who approved the RSA brief, and who approved the RSA team.

Identification of the RSA team membership as well as the names of other contributors such as the police, maintaining agent and specialist advisors.

Details of who attended the site visit, the date, time periods when the audit was undertaken, and the weather/traffic conditions on the day of the visit. Include the state of completion of the works at the stage 3 RSA.

The terms of reference of the RSA confirmation and that the RSA team has examined and reported only on the road safety implications of the scheme as presented and has not examined or verified the compliance of the designs to any other criteria.

D3 Items raised at previous road safety audits

Report any of the RSA actions in the RSA response report for the previous stage that have been agreed for action but not completed. Where the RSA action is not completed, or an RSA response report is not provided, outstanding problems and recommendations will be repeated here.

Where the circumstances have changed it may be necessary to revise the earlier problem and recommendation, and this will be included only in section 4.

Table D4 Items Raised in this Safety Audit

Problem
Location & Summary Inset location including reference on scheme drawing scheme name Short summary of problem Describe the nature of the problem supported by background reasoning and include the type of collisions and/or road user injuries likely to occur
Recommendation

Provide a proportionate and viable recommendation, based on the RSA stage to eliminate or mitigate the identified RSA problem

Table D5 Audit Team Statement

We certify that this road safety audit has been carried out in accordance with GG119	
Road Safety Audit Team Leader	
Name	
Signed	
Position	
Organisation	
Date	dd/mm/yyyy
Road Safety Audit Team Members	
Name	
Signed	
Position	
Organisation	
Date	dd/mm/yyyy

D6 Problem Location Plan

Insert as Appendix to RSA report

Template F Road safety audit response report template

F1 Project details

Provide:

Table F.1 Project details

Report title:	Include stage of RSA
Date:	Insert date
Capital Cost Code:	
Document reference and revision:	Insert unique document reference
Prepared by:	Insert design organisation
On behalf of:	Insert Overseeing Organisation

Table F.2 Authorisation sheet

Project:	
Report title:	
Prepared by:	
Name:	
Position:	
Signed:	
Organisation:	
Date:	
Approved by:	
Name:	
Position:	
Signed:	
Organisation:	
Date:	

F2 Introduction

Include a summary of the scheme, the stage of the RSA, and the date or reference of the RSA report it relates to.

Provide details of the representatives from the design organisation who prepared the RSA response report.

F3 Key personnel

Provide:

Table F.3 Key personnel

Worcestershire County Council - Overseeing	Insert details of the personnel from the Overseeing
RSA team:	Insert details of the personnel from the RSA team
Design organisation:	Insert details of the design organisation

F4 Road safety audit decision log

Insert RSA decision log. This can be a spreadsheet appended to the RSA response report.

Table F.4 Road safety audit decision log

RSA Problem	RSA recommendation	Design organisation response	Worcestershire County Council Agreed with RSA action
Insert the original problem summary from the RSA report.	Insert the original recommendation from the RSA report.	Insert the design organisation's response.	Insert agreed action to the problem.

F5 Design Organisation and Overseeing Organisation statements

Include the following statements to be signed by the design organisation and the Overseeing Organisation.

Table F.5 Design organisation statement

On behalf of the design organisation I certify that:	
1) The RSA actions identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the Overseeing Organisation.	
Name:	
Signed	
Position:	

Organisation:	
Date:	

Table F.6 Overseeing Organisation statement

<p>On behalf of the Worcestershire County Council I certify that:</p> <ol style="list-style-type: none"> 1) the RSA actions identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the design organisation; and 2) the agreed RSA actions will be progressed. 	
Name:	
Signed	
Position:	
Organisation:	
Date:	



Appendix K: Highway Enforcement Legislation

Streetscape Design Guide 2025

Worcestershire County Council

Appendix K: Highway Enforcement Legislation

Introduction

This is a general high-level summary of Highway Authority powers. It is not intended to be exhaustive, and the powers often have detailed provisions and qualifications. Advice should be sought in any individual case. The relevant Sections of the [Highways Act \(1980\)](#) and other relevant legislation are listed below:

Legislation	Brief Description
Highways Act 1980 (“HA 1980”)	This act forms the basis of the Division’s work, and many issues are dealt with under this legislation
Section 130 (duty) HA 1980	Places a duty on a Highway Authority to assert and protect the rights of the public to the use and enjoyment of any highway in its area, i.e., against obstruction
Section 131 (damage to highway) HA 1980	Makes it an offence without lawful authority or excuse to damage, deposit on or damage a sign on a highway
Section 132 (unauthorised marks) HA 1980	Makes it an offence without the appropriate consent or reasonable excuse to mark or place advertisements upon either the highway or street furniture
Section 133 (damage to footway by adjacent works) HA 1980	Allows the authority to recover from persons who excavate adjacent to footway costs of any repairs needed. Worcestershire County Council would carry out an investigation to identify those responsible.
Section 137 (obstruction) HA 1980	The section of the act allows a Highway Authority or Police to prosecute for willful obstruction of the highway; a police constable may arrest in the case of willful obstruction.
Section 138 (erection in highway) HA 1980	Makes it an offence to place or erect anything on a highway comprising of a carriageway (Footway/ carriageway/Verge
Section 139 (builders' skips) HA 1980	Gives a Highway Authority the power to license builders’ skips placed upon the highway and to define conditions. It is an

	<p>offence under this section to have a skip on the highway without a license. It is also an offence to have a skip which is not lit or covered at night.</p>
<p>Section 140 (removal of skips)</p>	<p>Allows the Highway Authority and police officers to require the removal of skips irrespective of whether they are licensed. An offence occurs if the person required to move it fails to comply. Skips can be removed by Worcestershire County Council, and the cost recovered from those responsible.</p>
<p>Section 141 (unauthorised planting of trees) HA 1980</p>	<p>The Highway Authority can require by serving notice for unauthorised trees in or near a carriageway to be removed; an offence occurs if order not complied with.</p>
<p>Section 143 (removal of structures) HA 1980</p>	<p>The Highway Authority can by serving notice require structures to be removed within a given time.</p>
<p>Section 148 (depositing without authority) HA 1980</p>	<p>Makes it an offence to deposit anything i.e. land dressing material (dung, compost, or any rubbish) without lawful authority or excuse, on any highway</p>
<p>Section 149 (removal of things deposited) HA 1980</p>	<p>This gives the Highway Authority the power to order the removal of things deposited on the highway as to constitute a nuisance. This can be immediate if it is believed there is a danger, including obstructing a line of sight. Also allows Worcestershire County Council to recover costs.</p>
<p>Section 151 (soil washed onto streets) HA 1980</p>	<p>Makes it an offence to allow soil or refuse to flow onto a street, including restricting flow to or in a sewer or gully. It can be enforced by notice, but an offence is committed if the notice is not complied with.</p>
<p>Section 152 (projections from buildings) HA 1980</p>	<p>Makes it an offence for projections from a building (e.g., porch, window, sign) which is an obstruction to safe passage along a highway. It can be enforced by notice, but</p>

	an offence is committed if the notice is not complied with.
Section 153 (doors opening onto street) HA 1980	Requires that doors (gate or bar) abutting the highway open inwards, enforced by notice. An offence occurs if notice is not complied with.
Section 154 (Overhanging vegetation) HA 1980	Allows an authority including the Highway Authority to serve a notice requiring overhanging vegetation (hedge/ tree/ shrub) that endangers highway users or obstructs the view of drivers or light from streetlamps to be removed. If the notice is not complied with the relevant authority can carry out work and recover the costs.
Section 162 (ropes across the highway) HA 1980	It makes it an offence to place a rope or wire or other apparatus across a highway to cause a danger.
Section 163 (prevention of water flowing onto highway) HA 1980	Allows a Highway Authority to serve notice requiring that water from a building or land does not flow onto persons or footways. An offence occurs if failure to comply with notice.
Section 164 (barbed wire) HA 1980	Where it is a nuisance to the highway, i.e. likely to be injurious to people or animals, the Highway Authority can require land fenced with barbed wire, or boundary treatment which includes barbed wire, to be removed. Carried out by serving notice and work can be undertaken by the highway Authority if notice is not complied with and costs recovered.
Section 165 (dangerous land) HA 1980	Power can only be used in default of the District Council exercising its powers. Allows the Highway Authority to require by notice that land abutting the highway, which is not enclosed, e.g., fenced, or is insufficiently enclosed, is altered or repaired to no longer cause a danger to those using the street. Failure to comply with the notice allows the authority to carry out the works and recover costs.

Section 168 (building operations and their safety)	Makes it an offence if an accident which gives rise to the risk of serious injury, occurs because of a building operation on or near a street.
Section 169 (control of scaffolding) HA 1980	Empowers a Highway Authority to license any scaffolding which is on or over the highway and to impose such conditions as it sees fit. It is an offence to erect any scaffolding which is not licensed or not in compliance with conditions.
Section 170 (mixing of cement etc.) HA 1980	Makes it an offence to mix mortar, cement or other substance, which is likely to solidify on the highway or to allow it to flow into and solidify in a drain or sewer.
Section 171 (control of building materials and making excavations) HA 1980	This section authorises a Highway Authority to permit, define conditions and license builders' materials deposited upon or temporary excavation in the highway. It is a requirement of this section that any materials or excavation be signed and guarded (fenced) as required by Worcestershire County Council. It is an offence to contravene these or any other conditions.
Section 172 (hoarding for building works adjacent to street) HA 1980	Requires a person carrying out building works or demolition adjacent to street to put up hoardings to separate the works from the street. It is an offence not to comply with this requirement.
Section 173 (secure erection of hoarding) HA 1980	Requires that any hoarding be erected securely; it is an offence not to be erected securely, and the offence continues daily after conviction.
Section 174 (precautions whilst working in street) HA 1980	Places a duty on a person who carries out works on the highway; this includes the erection of barriers, traffic signs, guarding of such works and illumination at night. It is an offence not to comply with this section. It is aimed at statutory undertakers and the like. It is also a serious offence under this

	section for people to interfere with any precautions taken.
Section 178 (placing of beams or pipes over highway) HA 1980	It makes it an offence to fix or place an unauthorised cable, rail, beam, pipe etc. over a carriageway without consent from a Highway Authority.
Section 179 (construction of vault or cellar) HA 1980	Requires consent to be granted by a Highway Authority before a cellar, cellar lights or vault are constructed. It is an offence to start construction without permission.
Section 180 (control of openings into streets) HA 1980	Requires consent before cellar doors or cellar lights are constructed. Places a duty on owner to maintain any such constructions including cellar lights and coal plates. A Highway Authority 24 hours after serving notice requiring repairs to be carried out, may carry out the work and recover costs from the owner or occupier.
Section 303 (obstruction of persons carry out act) HA 1980	Makes it an offence to obstruct an officer in the execution of his/her duty, the most common threat of use of this section is for failing to give a name and address.
Section 310 (definition of all offences) HA 1980	Offences under HA 1980 are summary only offences (except as provided by sub-sections 292(4) and 297(3)) which means they can only be tried in the magistrates' courts. Defines all offences under the Highways Act 1980 as summary, this means that the offences are dealt with initially by a magistrates' court, are initiated by way of summons and must be dealt with within 6 months of the date of offence.
Section 311 (continuing offences) HA 1980	Makes provision for offences to become "continuing" after conviction. This means that after conviction if offences continue, the offender can be the subject of a daily fine.

Section 312 (limitation of issue of proceedings) HA 1980	Limits the enforcement and issue of summons to an aggrieved person or the highway authority or council.
Section 314 (offences by body corporate) HA 1980	Makes negligent directors, managers, company secretaries or similar people individually liable in addition to the company itself.
Section 315 (appeals against orders etc.) HA 1980	Qualifies the right of appeal to the relevant court against any order made by the council.
Section 316 (appeal to magistrates) HA 1980	Defines that an appeal to the magistrates' court must be made within 21 days from the date of the decision notice served by the council.
Section 319 (qualification of judges/magistrates) HA 1980	Confirms that a judge or JP is not disqualified if they are a ratepayer to the council concerned or if he or she is in receipt of any expenses etc. from that council.
The Police & Criminal Evidence Act 1984 (PACE)	<p>This legislation gives guidance as to the conduct of interviews, the rights of suspects, and their treatment. Whilst the act and code of conduct contained in it were drafted with police forces in mind, all interviews conducted by council officers which may result in prosecution are subject to the codes.</p> <p>The code requires that any suspects be cautioned at the appropriate time and are advised of their rights. It is essential that defined procedures are followed, and all officers receive training in this legislation.</p>
Criminal Procedure & Investigations Act 1996	<p>This legislation gives guidance on what information must be given or made available to the defence in any trial.</p> <p>The legislation was introduced with more serious crimes in mind than the council envisages dealing with and in response to alleged miscarriages of justice.</p> <p>It is, however, essential that officers comply with the requirements of the act.</p>



Appendix L: Commuted Sum Assets

Streetscape Design Guide 2025

Worcestershire County Council

Appendix L: Commuted Sum Assets

1. Introduction

Commuted sums are financial contributions made by third parties to Highway Authorities as compensation for taking on future maintenance responsibility for newly created highways or highway improvements on the public highway network. Usually, they are secured through Section 38 and/or Section 278 legal agreements made with developers and landowners and allow the Highway Authority to maintain the new assets or modifications to the required standards.

Regardless of the potential offer of a commuted sum payment, the Highway Authority will retain discretion as to what it is prepared to adopt, particularly where a proposal may not be acceptable in principle (e.g. on the grounds of highway safety) or where it would be inappropriate for it to do so (e.g. street art, play areas) or where materials are considered to be of an unacceptable or inappropriate specification.

2. Commuted Sum Payments

Commuted sum payments will be necessary for the future maintenance of highways in the following categories:

1. Alterations to the public highway to provide access to a new development that would not have been necessary had the development not been constructed. This would normally be by means of traffic signal-controlled junctions or roundabouts conducted under Section 278 or combined Section 38/278 Agreements.
2. New highway constructed under Section 38 Agreements, and any additional areas or features over and above standard operational requirements which are not required for the safe functioning of the highway.
3. The use of approved alternative materials above standard highway construction.
4. Additional features that require maintenance above that expected for access to a development.
5. Utilisation of existing highway infrastructure by a proposed development.
6. Alterations to the existing highway – to cover future maintenance of any alterations as well as the following.
 - a) Traffic signal-controlled junctions: the cost of maintenance of signal apparatus, additional carriageway, and footway construction over and above existing highway, additional street lighting including illuminated signs and bollards, signs & road markings, highway drainage, vehicle restraint systems, landscaping and any other items requiring future maintenance.
 - b) Roundabouts: additional carriageway and footway construction over and above existing highway, additional street lighting including illuminated signs and bollards, signs and road markings, highway drainage, vehicle restraint systems, pedestrian guard rails, landscaping and any other items requiring future maintenance.

Junctions: additional carriageway and footway construction over and above existing highway for right turn lanes, additional street lighting including illuminated signs and bollards, signs and road markings, highway drainage, vehicle restraint systems, pedestrian guard rails, landscaping and any other items requiring future maintenance. New highway constructed: any additional area over and above that necessary for standard operational requirements.

- c) Grassed areas to be adopted as highway verge to accommodate visibility splays, forward visibility, or verges.
 - d) New trees / shrubs.
 - e) Traffic calming facilities.
7. Additional features to be adopted above standard construction required to access a development. For example.
- f) Retaining Structures
 - g) Bridge
 - h) Traffic Signals
 - i) Controlled pedestrian & cycle crossings.
 - j) Vehicle restraint systems.
 - k) Traffic calming
 - l) Traffic signs & markings
 - m) Additional areas of carriageway.
 - n) Street Lighting
 - o) Bollards
 - p) Highway soakaways, highway drainage including attenuation, flow control systems, linear kerb drainage, and gullies.
 - q) Landscaping
 - r) Street Trees

Please note that this list is not exhaustive, and other features may incur Commuted Sums.

Commuted Sums will be reviewed and published on the Worcestershire County Council website separately on an annual basis.



Appendix M: Plant Health (Phytosanitary) Certification

Streetscape Design Guide 2025

Worcestershire County Council

Appendix M: Plant Health (Phytosanitary) Certification

3. Introduction

As a result of climate change and globalisation, the threat of pests and disease is significant and increasing. A [phytosanitary \(plant health\) certificate](#) is a UK Government requirement to prove that any imported plants have been:

- Inspected.
- They are free from dangerous pests and diseases.
- Are suitable to enter the UK.

When sourcing tree stock from suppliers, these are best accredited under the [Plant Healthy Certification](#) Scheme or have passed a [Ready to Plant](#) assessment.

Worcestershire County Council's preference is for plants and trees to be provided from suppliers that can demonstrate compliance with the industry benchmark Plant Health Management Standard.

4. Evidence of Plant, Tree Stock

Developers may be asked to provide evidence that plant and tree stock has been sourced from a supplier who can:

- Confirm the nursery has been 'Plant Healthy' certified, or anticipates achieving certification within the year,
or
- Has passed a 'Ready to Plant' assessment, or anticipates achieving successful assessment within the year, or can:
- Provide sufficient evidence that a plant biosecurity policy is in place which demonstrates that:
 - Planting stock is sourced from pest and disease-free areas.
 - The nursery keeps accurate, up-to-date records of all purchases and supplies to assist with tracing exercises in the event of a pest or disease outbreak.
 - Regularly monitors plant and tree stock for signs of ill-health and reports any suspect symptoms.

5. Additional Requirements

In addition, developers may be required to:

- Specify British-grown plants when sourcing planting stock whenever possible, to reduce the risk of an accidental introduction of invasive non-native pests or diseases.
- Be aware of any restrictions in place, or phytosanitary (plant health) measures and treatments required on importing materials or their packaging.
- Source landscaping materials from pest-and-disease-free areas only.
- Check plant passports of any imported stocks.

- Ensure their planting teams are equipped with a Biosecurity Kit (disinfectant, buckets, hand sanitiser, brush, boot pick etc.) as a simple measure to help limit the spread of tree pests and diseases.

6. Further Information

Further information about [biosecurity](#) is available on the Government website.

The following is a list of useful sources of information:

- Find out more about [identifying and reporting suspected tree pest and disease issues](#).
- Use [TreeAlert](#) to report a suspected tree pest or disease to Forest Research, Forestry Commission
- Contact the [Plant Health Forestry team](#) for queries about tree health surveillance, biosecurity, forestry reproductive materials and the import, export and movement of timber and wood products
- [Key tree pests and diseases - Woodland Trust](#)
- [TREE-8pp-chart.pdf \(imperial.ac.uk\)](#)



Appendix N: Criteria for Transport Statement and Assessment

Streetscape Design Guide 2025

Worcestershire County Council

Appendix N: Criteria for Transport Statement and Assessment

Criteria for Transport Statement and Assessment

Land Use	Size	No Assessment Required	Transport Statement Required	Transport Assessment Required
B2– General Industrial	GFA	< 2500 sqm	>2500 <4000 sqm	> 4000 sqm
B8– Storage or Distribution	GFA	< 3000 sqm	>3000 <5000 sqm	>5000 sqm
C1– Hotels	Bedroom	< 75 bedrooms	>75 <100 bedrooms	>100 bedrooms
C2– Res. Institutions— Hospitals and Nursing Homes	Beds	< 30 beds	>30 <50 beds	>50 beds
C2– Res. Institutions— Residential Education	Student	< 50 students	>50 <150 students	>150 students
C2– Res. Institutions— Institutional Hostels	Resident	< 250 residents	>250 <400 residents	>400 residents
C3– Dwelling Houses	Dwelling	< 50 units	>50 <80 units	>80 units

E – Business	GFA	< 1500 sqm	>1500 <2500 sqm	>2500 sqm
E – Food Retail	GFA	< 250 sqm	>250 <800 sqm	>800 sqm
E– Non-Food Retail	GFA	< 800 sqm	>800 <1500 sqm	>1500 sqm
E – Financial and Professional Services	GFA	< 1000 sqm	>1000 <2500 sqm	>2500 sqm
E – Restaurants and Cafes	GFA	< 300 sqm	>300 <2500 sqm	>2500 sqm
Sui Generis – Drinking Establishments	GFA	< 300 sqm	>300 <600 sqm	>600 sqm
Sui Generis – Hot Food Takeaway	GFA	< 250 sqm	>250 <500 sqm	>500 sqm
Non-Residential Institutions	GFA	< 500 sqm	>500 <1000 sqm	>1000 sqm
Assembly and Leisure	GFA	< 500 sqm	>500 <1500 sqm	>1500 sqm

GFA = Gross Floor Area

The above thresholds should be considered as indicative only, as there may be specific circumstances which require some form of highway assessment. In addition to the above development thresholds, other considerations for when a Transport Statement or Transport Assessment is required are set out below:

- Any development that is not in conformity with the adopted development plan.
- Any development generating thirty or more two-way vehicle movements in any hour.
- Any development generating one hundred or more two-way vehicle movements per day.
- Any development proposing one hundred or more parking spaces.
- Any development that is likely to increase road traffic collisions (RTC) or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people.
- Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.
- Any development proposed in a location where the local transport infrastructure is inadequate – for example, substandard roads, poor pedestrian/cycle facilities and inadequate public transport provisions.
- Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).



Appendix O: Public Rights of Way in Worcestershire

Streetscape Design Guide 2025

Worcestershire County Council

Appendix O: Public Rights of Way in Worcestershire

7. Introduction

As part of the Streetscape Design Guide, this section provides guidance so that all involved in the planning and development process consider Public Rights of Way (PRoW) at an early stage in the planning and design process and ensure that any provisions for Public Rights of Way adhere with DEFRA guidance, planning policy and legal requirements.

8. Background

The Public Rights of Way network can form an integral and important part of any development by providing a functional and sustainable link to shops, services, schools and recreation by linking urban areas with the countryside. They provide a sustainable asset for public access across the county passing through all types of development areas; agricultural, residential, leisure and commercial, including mineral and waste sites.

Public Rights of Way are recorded on the Definitive Map of Public Rights of Way, which is a legal document. The Definitive Map records footpaths, bridleways, byways and restricted byways.

- Footpaths are open only to walkers.
- Bridleways are open to walkers, horse riders and pedal cyclists.
- Restricted Byways are open to walkers, horse riders and drivers/riders of non-mechanically propelled vehicles (such as horse drawn carriage and pedal cycles)
- Byways are open to all classes of traffic including motor vehicles but used by the public as footpaths or bridleways.

Information recorded in the Definitive Map and Statement is conclusive evidence in law as to existence, position, status, width and limitations or conditions.

To ensure that the rights of way network remain fit for purpose when a development takes place it is essential that the Public Rights of Ways are considered at the earliest opportunity of the planning process. This is to ensure that the Public Rights of Ways compliments rather than conflicts with site design and surrounding network. The advice in this document aims to inform and advise in situations where Public Rights of Way need to be considered and taken account where development proposals impinge upon them.

General information about the management of Public Rights of Way can be found at [Managing public rights of way](#).

9. Government Advice, Design and Planning Considerations

The following Government guidance is available:

a) National Planning Policy Framework (NPPF), Dec 2024

Paragraph 105, *“Planning policies and decisions should protect and enhance Public Rights of Way and access, including taking opportunities to provide better facilities for users, for example by adding links to existing rights of way networks including National Trails.”*

b) Defra Rights of Way circular 1/09:

Paragraph 7.1 *“Proposals for the development of land affecting Public Rights of Way give rise to two matters of particular concern: the need for adequate consideration of the rights of way before the decision on the planning application is taken and the need, once planning permission has been granted, for the right of way to be kept open and unobstructed until the statutory procedures authorising closure or diversion have been completed.”*

Paragraph 7.2 *“The effect of development on a public right of way is a material consideration in the determination of applications for planning permission and local planning authorities should ensure that the potential consequences are taken into account whenever such applications are considered.”*

Paragraph 7.8 *“In considering potential revisions to an existing right of way that are necessary to accommodate the planned development, but which are acceptable to the public, any alternative alignment should avoid the use of estate roads for the purpose wherever possible and preference should be given to the use of made-up estate paths through landscaped or open space areas away from vehicular traffic.”*

Paragraph 7.11 *“The grant of planning permission does not entitle developers to obstruct a public right of way.”*

10. Planning Considerations

The applicant is advised to ensure that the exact definitive legal alignment of any Public Right of Way is determined and considered at the earliest opportunity prior to submission. This is particularly important as the present walked and/or provided route may not be legally correct. These can be found by consulting the Definitive Map and Statement for Worcestershire. A working copy of the Definitive Map can be viewed at [Public rights of way searches](#)

If you require a more formal copy of the Definitive Map from the Public Rights of Way team then details for obtaining a specific Public Rights of Way search are available at [Public rights of way searches](#)

It is essential that the Definitive Map is consulted prior to commencement for development that **does not require planning permission**, such as agricultural buildings, to ensure the definitive line is not obstructed by the development.

In addition to routes recorded on the Definitive Map, it may be possible that there could be claimed rights of way crossing the site that do yet appear on the Definitive Map. This is claimed by application for a Definitive Map Modification Order (DMMO). Details of these routes is mapped on the working copy map by adding the layer and further details about the claims in progress is available at [Definitive Map Modification Orders](#). It is important to note that outstanding claims will always be investigated and determined, even if land use has changed. Therefore, consideration of the effect of any outstanding claims is critical to avoid issues post construction.

The Public Rights of Way team are also happy to discuss any questions and proposals prior to planning submission.

11. Design Considerations

To ensure any path within or affected by development is fit for purpose and adds long term value to that development, the following should be considered and incorporated into the design as necessary:

- Consider who will use the Public Right of Way, and why, to maximise convenient non-motorised travel.
- Endeavour to provide a route for the path on its existing recorded alignment. Only if this is not practicable should a diversion or extinguishment be considered.
- Paths should be routed through public open space and segregated from estate roads and footways wherever possible, so that they are well overlooked and pleasant to use.
- All new paths should be open and available to as many people in the community as possible. The needs of disabled people and those less able should be catered for at the outset by careful consideration of sufficient signage, surfacing, drainage, widths and gradients. All routes should be free from barriers that limit access.
- Details of how the path will be treated should be provided with the planning application including width, surface and boundary information, and technical approval from the Public Rights of Way team will be required prior to the commencement of any works. This should also include consideration of additional measures needed where Public Rights of Ways and new estate roads cross. This may include dropped kerbs, tactile paving, route waymarking and signage, etc.

12. Legal considerations and constraints

The granting of planning permission alone does not give the applicant the right to interfere, obstruct or divert a Public Right of Way. No development should take place on or near a Public Right of Way unless the appropriate statutory legal process (where necessary, as detailed below) has been successfully completed. The Public Right of Way must be kept open and unaltered for public use, unless or until the necessary public path order, or temporary closure to allow construction, has come into effect. This advice is paramount and should be included as a standard informative on planning consultation recommendations and set out in the model conditions. Any necessary permanent diversion should improve the route and all further details, including construction specification, should have technical sign-off by the Public Rights of Way team.

The development may achieve an overall improvement in the network by providing missing links. Such opportunities should always be considered of a planning application and, if appropriate, the new path can be dedicated and added to the Definitive Map (under Section 25 of the Highways Act 1980), as opposed to remaining as an informal unrecorded route.

Where a Public Right of Way passes through a development there are three possible effects:

- **No effect on legal alignment.** Whilst the legal alignment of the path may not be affected by the proposal, it may introduce other elements that need consideration such as introduction of new boundaries across (and adjacent to) the path, removal of existing defunct boundaries and an effect on usage. In this instance the route would remain open for use by the public throughout construction and may require temporary fencing around the definitive line for public safety.
- **Temporary effect on legal alignment.** As with the above, the legal alignment of the path may not be permanently affected by the proposal, but it may introduce other permanent elements that need consideration and/or authorisation as detailed above. Additionally, the path may require a temporary closure (TTRO) by way of an Order under Section 14 of the Road Traffic Regulation Act 1984 to allow the development to be constructed safely.
- **Permanent effect on alignment.** In instances where it is desirable to relocate or extinguish the Public Right of Way within the proposed development it will be necessary to apply for and successfully place a legal order under one of the following pieces of legislation:
 - Section 257 of the Town and Country Planning Act 1990.
 - Section 119/118 of the Highways Act 1980

Additionally, there may also be a requirement to temporarily close routes, for safety reasons, within the site whilst the development works are undertaken using a Temporary Traffic Regulation Order (TTRO).

Temporary Traffic Regulation Order

A Temporary Traffic Regulation Orders (TTRO) under Road Traffic Regulation Act 1984 can only be considered if the route of the public right of way to be closed will be reopened on its existing line. In cases where the original line of the right of way will be permanently obstructed, we require a permanent diversion/ extinguishment Order is completed to confirmation stage before we will consider an TTRO application.

Permanent diversions required to enact approved planning permission are usually undertaken by **the planning authority granting planning permission**. Application should be made to the relevant authority as soon as possible after planning approval is granted to avoid delays to the construction phase of projects.

13. Guide to furniture, boundaries and surfacing

7.1 Furniture – gates, gaps, bollards, road crossings (kerbs/surfacing)

Structures that interfere with the public's unrestricted passage on rights of way must be authorised by the Highway Authority before installation and cannot be decided or conditioned by a planning decision. Any new structure across a right of way can only be installed with the authorisation of the Highway Authority, under S147 of the Highways Act 1980. Such structures will only be authorised for the express control of farm stock and to ensure accessibility, all new furniture should comply with the current BS5709. If existing structures require replacement please contact the Public Rights of Way team for further advice, in some cases they will be able to provide the necessary materials.

Gaps are the preferred method of crossing boundaries. However, if stock control is an issue, then gates are the preferred type of furniture, and stiles will not be authorised on new routes. Whilst furniture can be included in legal orders made under S119 of the Highways Act 1980 there is no provision in Section 257 of the Town and Country Planning Act 1990, the above-mentioned s147 is the appropriate recourse to authorise furniture in these instances.

Bollards/chicanes and similar structures to assist with user safety can only be installed if authorised by the Highway Authority under Section 66 of the Highways Act 1980. In such cases the needs of disabled users must be taken into consideration in the design

7.2 Widths and Surfacing

Unless recorded in the Definitive Statement, subsequent Legal Order or defined by existing historic boundaries, it shall be assumed that the widths of Public Rights of Way are:-

- Footpath 2m
- Bridleway 3m
- Restricted byway 5m
- Byway Open to All Traffic 5m

Some paths may be legally much wider than this and advice can be obtained from the Public Rights of Way team on specific detail of routes by contacting the team.

Where it is desirable to enclose a right or way within new boundaries, extra width should be provided to ensure clear unencumbered verges, to facilitate good visibility and an open aspect for users, and to negate the effects of encroachment by adjacent vegetation. Detail of widths should be included on submitted plans following discussions with the Public Rights of Way team.

7.3 Technical design considerations

7.3.1 Surfacing

Where any change in surface or new routes is proposed as part of an application advice should be sought from the Public Rights of Way team prior to submission of a planning application.

Public Rights of Way vary depending on what they are used for and where they are located. Considerations will include drainage, changes in level, camber, suitable surface for usage, location, slope and ground conditions. Slopes of more than 1 in 12 should be avoided. Suitable options will range from natural grass paths through to crushed graded stone. In most cases we would not support the use of bituminous or paved surfacing unless there is a clear benefit to the network and users. It is therefore important that specific proposals are provided as part of planning applications. Where any fixed drainage is installed, such as gullies or balancing ponds are installed it would normally be expected that the landowner/management company would maintain these. Any drainage or changes to levels should not direct water towards other property outside the site or any highways. Any works on the Public Rights of Way network will need technical sign off by the Public Rights of Way team prior to commencement of works.

7.3.2 Signage on Public Rights of Ways

It is essential that where Public Rights of Ways will cross new developments, then suitable signage is installed to allow a clear route on the definitive line to be identified by users. This not only provides clarity for the public but also helps to stop users straying from the definitive line into private areas. Advice and guidance on signage and suitable waymarking and posts can be obtained from the team.

Please note, we do not support street lighting on Public Rights of Way and any proposals including this will need to be supported and maintained by the Worcestershire County Council highways streetlighting team or remain part of private development maintenance.

7.4 Enforcement and Obstructions of Public rights of Way

Public Rights of Way are Highway and are subject to the powers of enforcement located in the Highways Act 1980. Where a Public Right of Way is negatively affected by development, either by obstruction, reduction in width, safety concerns or addition of unauthorised furniture it should be noted that we have the powers, and legal duty, to act to protect the public Highway.

On any of the matters listed above we are always happy to discuss questions or concerns you may have and would welcome early engagement. We are also happy to work with land managers to reduce inappropriate use of the network.

To contact the Public Rights of Way team, please email: Countryside@worcestershire.gov.uk