

## Introduction

This section explains the requirements for the Technical Approval of Highway Structures and provides guidance for developers and their designers on the Technical Approval procedures within the County of Herefordshire.

The Technical Approval process applies to the design of all structures located over, under or adjacent to the public highway. The term “design” shall include the assessment, strengthening, alteration or repair of existing structures.

The objectives of the Technical Approval procedures are to ensure, as far as reasonably practicable, that highway structures are safe and serviceable in use and fit for their intended function.

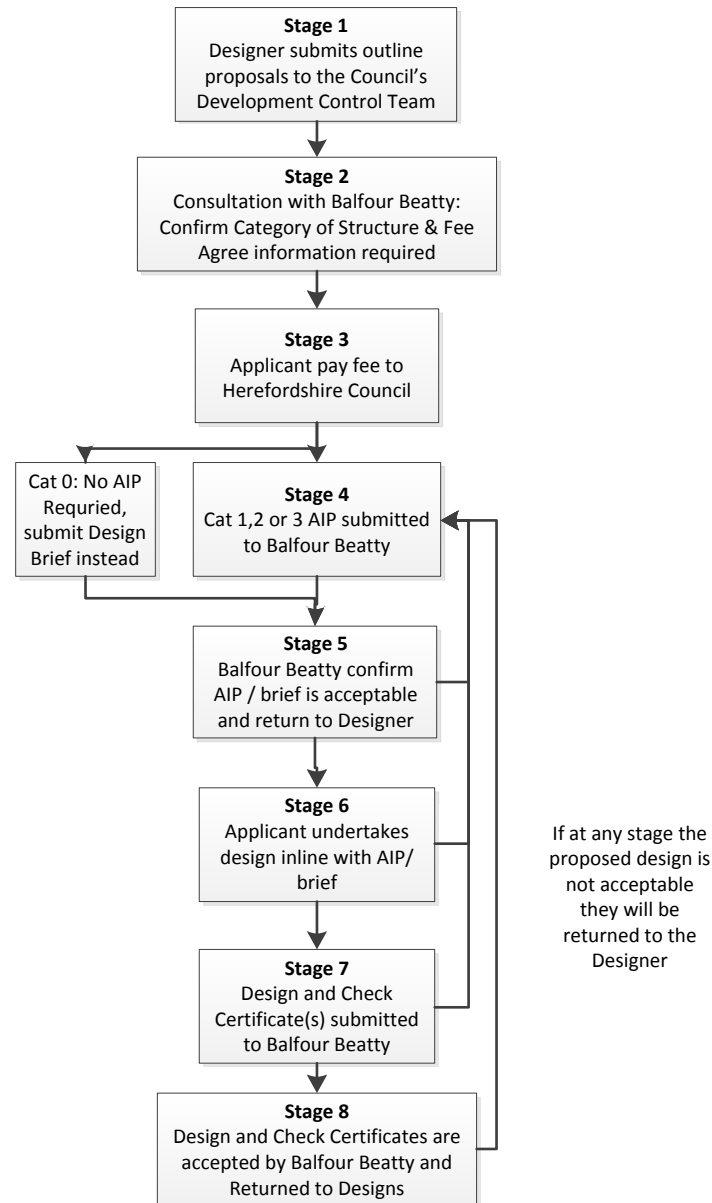
The Herefordshire Council operates a self-certification scheme for the design and checking of highways structures. Technical Approval (TA) procedures are applied in accordance with Department for Transport (DfT) Standard BD: [The Technical Approval of Highway Structures](#).

The process for documentation is dependent on the category of the structure. These categories are graded from 0 to 3 depending on the complexity of the structure as defined in BD2. Before the Technical Approval procedure can commence payment is required to cover all costs likely to be incurred. A separate schedule of rates is available to the Council's Website.

The Technical Approval process is administered by Herefordshire Council's Development Control Team. Contact should be made via the Council website's [contact page](#).

Balfour Beatty have been appointed by Herefordshire Council to undertake the role of reviewer and approver for the Technical Approval Process.

## Technical Approval Process



### Design Requirements:

The technical requirements for the design of highway structures shall generally comply with the relevant standards and advice notes in the Design Manual for Roads and Bridges and be constructed in accordance with the Specification for Highway Works. Other standards etc. proposed shall be agreed with Balfour Beatty (Herefordshire Council's service provider) through the Technical Approval process.

The structural design and checking procedure shall be carried out by professional qualified engineers with chartered membership status from the ICE or IStructE; familiar with highway structures, who will specify the proposed documents to be adopted.

The design of temporary structures and those containing departures from established standards and criteria will be classified as either Category 2 or 3 (BS5975)

Generally, all structures should be designed to the structural Eurocodes EN 1990, EN 1991, EN 1992, EN 1993, EN 1994, EN 1997 with other relevant guidance Published Documents (PD) – PD 6687, PD 6687-2, PD 6695, PD 6694-1, PD 6696 etc.

The applicant is to provide a location plan showing the footprint of the proposed structure (hatched) in relation to the highway and surrounding areas. A scale of 1:500 should be adopted as appropriate.

The Design Documentation should address and specify how the key engineering issues for the type of structure and site specific factors associated with the structure are to be addressed.

### **Approval in Principle (AIP):**

The AIP submission shall be a record of all matters agreed at the Proposals stage. This shall generally include the Technical Approval Schedule, location plan, general arrangement drawing, relevant parts of the geotechnical report, documents relating to consultation and any other relevant information.

### **When to apply for technical approval:-**

For Permanent and Temporary Works

- At commencement of project initial application made in advance of starting on site – submit Approval in Principle for review and approval.
- At detailed design – submit Design and Check Certificates for acceptance.

Notes:

- (i) A load assessment will need to be undertaken for existing structures that are to be retained and incorporated in the building without modification.
- (ii) Commencement of works prior to receiving technical approval (acceptance of Design and Check Certificates) is carried out at the developers own risk and may be subject to change in order to comply with Herefordshire Councils requirements, incurring cost and programme delays.

## Fee Levels and Payment:

The total fee (for all stages) + VAT shown on the below schedule shall be paid in advance to Herefordshire Council once the category of the structure has been agreed, and prior to the commencement of the technical approval application process.

- 1) **Fee level 1A** Approval In Principle (no departures from standard): The Approval in Principle (AIP) is required for all structures (including temporary structures), regardless of Category.
- 2) **Fee Level 1B** Approval In Principle (with departures from standard): Category 2 & 3 structures which contain departures from established standards and criteria shall require an AIP charged at the appropriate fee level plus an hourly rate.
- 3) **Fee Level 2** Technical Approval: This stage shall consist of the approval role up to and including certification.
- 4) **Fee Level 3** Site Inspection: Periodic site visits will be required through the duration of the works. These fees are payable regardless of the number of inspections undertaken. Operations requiring inspection shall be agreed prior to commencement on site. A minimum of 48 hours notice is required. For Category 3 structures, the fee will be based upon an hourly rate.

<b>BD 2/12 DESIGN &amp; CHECK CATEGORY</b>	<b>CATEGORY 0</b>	<b>CATEGORY 1</b>	<b>CATEGORY 2</b>	<b>CATEGORY 3</b>
STAGE 1 FEE LEVEL Initial Assessment (Standards)	£353.00	£435.00	£435.00	TBA (see note)
STAGE 1(B) FEE LEVEL Initial Assessment (with departures)	Not Applicable	Not Applicable	£765.00	TBA
STAGE 2 FEE LEVEL Processing Technical Approval	£560.00	£1,060.00	£1,545.00	TBA
STAGE 2 FEE LEVEL Technical Approval (with departures)	Not Applicable	Not Applicable	£1,905.00	TBA
STAGE 3 FEE LEVEL Visits /Meetings / Liaisons / Administration	£373.00	£373.00	£373.00	TBA
TOTAL FEE (Standards)	£ 1,286.00 + VAT	£ 1,868.00 + VAT	£ 2,353.00 + VAT	TBA
TOTAL FEE (with departures)	Not Applicable	Not Applicable	£ 3,043.00 + VAT	TBA

VAT is applicable to the above fee schedule.

Note: Fees for Category 3 structures will be calculated on an individual basis and take account of the complexity of the submission. Applicants will be notified of the proposed fee following an initial assessment of the application.

Information for Hereford Council to raise an invoice:

- Name of Organisation or Applicant (private property ownership).
- Name of Personnel (applicable for corporate Organisation).
- UK Company Registration Number (applicable for corporate organisation).
- Official correspondence address.
- Contact details (including telephone & fax and email)

Fee levels have been set based on the typical time required to consult with the Developer, review and approve their design. The process has been developed to avoid re-work of design being required to enable approval. However in instances where shortfalls are found in proposals/designs and re-checking is required, additional fees may be required to cover the approver's additional work. Fee levels have been set based upon reviewing submissions from experienced Designers familiar with the BD2-12 process.

**Duration of technical approval process:**

Herefordshire Council and its consultants endeavour to provide an initial response within 3-4 weeks. It is largely dependent on the complexity of the structure under consideration. Acceptance of the AIP can take up to 3 months but can take longer in exceptional cases. Other factors affecting this include the quality of the AIP submission and the designers understanding of highway codes and practices.

Should no return correspondence be received within two months of our responses, we shall close your current application and assume that you no longer have a requirement for Technical Approval on this occasion.

**Design and Checking Certification:**

The Design and Check Certificates shall be signed to declare satisfactory completion of the work etc. and forwarded to Balfour Beatty. These certificates shall refer to the relevant AIP / Design Brief by Balfour Beatty, reference number and date of agreement of the AIP/ Design Brief.

Please note that these procedures only grant approval under the Highways Act. Additional approvals may be required in accordance with all relevant legislation such as the Town and Country Planning Act and the Building Regulations Act.