

ROAD DESIGN PROCEDURES AND STANDARDS

Transportation Requirements for Small Developments in Rural Parts of Moray

CONSULTATION DRAFT

Issue Date: November 2008 (Draft)

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Other related publications		
Document Type	Title	Status (November 2009)
Moray Council		
SPG	Trees and Development	Approved
SPG	Housing in the Countryside	DRAFT
Local Plan	Moray Local Plan	Approved
Scottish Government		
PAN	PAN75 Planning for Transport	Published 2005

1.0 INTRODUCTION

- 1.1 This publication is intended to provide information relating to the Transportation requirements for small development proposals that intend to take access from a rural public road (excluding trunk roads).
- 1.2 This includes single house applications, applications for 4 or less housing units, and other small mixed-use developments.
- 1.3 The general principles within this document also apply to larger developments, however early contact with Transportation Officers to confirm requirements relating to a specific larger development is recommended.
- 1.4 Throughout this document the term applicant is used, however the information is equally relevant to developers and agents.
- 1.5 This publication forms part of a series of documents that make up the Moray Council Road Design Procedures and Standards that provide the framework for meeting the requirements of managing and maintaining the road network in accordance with the Roads (Scotland) Act 1984.
- 1.6 All applicants are recommended to employ the services of a Professional Architect, or Engineer, to assist with the preparation and submission of a planning application for the development proposal.
- 1.7 A checklist is attached at **Appendix A** to assist all those involved with the preparation of a planning application to meet all of the transportation requirements. The completed checklist should be enclosed with the planning application for the attention of Transportation Officers.
- 1.8 The completion of the checklist will help in a number of ways:
 - a) highlight any potential problems for the transportation requirements of the proposed development;
 - b) assist Transportation Officers in processing the planning consultation;
 - c) identify if there is a need for further information or consultation e.g. observed vehicle speed survey data.
- 1.9 For general enquiries and specific development proposals contact Transportation Officers at the address below.

Transportation Tel 01343 562504
Council Offices, Fax 01343 545628
Academy Street, Email roadsdevelopmentcontrol@moray.gov.uk
Elgin,
IV30 1LL

2.0 OBJECTIVES

2.1 Moray Council wishes to promote a consistent approach for small developments in rural parts of Moray. This will assist developers and individuals to meet the requirements of the Moray Local Plan policies **T2** – Provision of Road Access and **IMP1(c)** – Development Requirements. A copy of these policies is shown at **Appendix D**.

2.2 The Main Objectives are:-

Safety

- The Creation of Good Access Visibility.
- The Provision of Service Bays where appropriate.
- Acceptable spacing from existing Junctions and Accesses.

Construction

- Standard design approach.
- Acceptable construction standards.
- Compliance with Legislation.

Drainage

- Provision of adequate roadside drainage.
- Sustainable drainage system
- Flood risk minimised.

Accessibility

- Support for rural (demand responsive) transport

3.0 SITE ASSESSMENT

3.1 When assessing the location of a new access the applicant must consider the following:-

- Is the proposed access in the best location?
- Can the access be shared with a neighbouring property or development?
- Is the proposed access close to a road junction or other property access?
- Is the proposed access close to a blind bend or crest in the road?
- Can an access visible to other road users be formed?
- Is control over all the land required for any necessary improvements available?
- Is there a need to set back boundary walls or fences?
- Can a suitable gradient for the access road be achieved?
- Do neighbouring properties obstruct visibility?
- Is the site large enough for the provision of car parking and turning?
- Does the existing footpath need to be extended to join my development?
- Is the site liable to flooding or have drainage problems?
- Are there underground services in the footpath or verge?
- Are there overhead services, which could be hazardous?
- Will permission be required to excavate in the road, footpath or verge?
- Are there listed structures or protected species or trees likely to affect visibility?
- Is a storage area for refuse and recycling bins required?
- Is there a scheduled bus service within 400 metres of the site?

3.2 The above list is not exhaustive. Guidance is given in the following sections of this publication to assist the applicant to address the above considerations.

4. ACCESSIBILITY – RURAL TRANSPORT

- 4.1 In accordance with Planning Advice Note 75 (PAN75) the intention is for the transport element of new developments to promote genuine choice.
- 4.2 Accessibility to public transport guidelines identifies a range of optimum distances: bus - 400 metres and train - 800 metres. For many rural areas these distances are exceeded. Access to train services is rarely achieved.
- 4.3 Like the measures identified in Annex E of PAN75, concerning travel plans, it is recognised that measures supporting public transport will contribute towards sustainable development.
- 4.4 There are two demand responsive transport services (Moray dial-a-bus) covering different parts of Moray. New developments within zones covered by demand responsive transport should contribute towards the operation of this service.
- 4.5 The level of developer contribution is a one-off £250 per dwelling. This contribution will be reviewed as part of the wider considerations for developer contributions.
- 4.6 The zones covered by demand responsive transport at the time of production of this publication are shown at **Appendix E**. The applicant should check with Transportation Officers to verify the up-to-date zones.

5.0 DESIGN GUIDANCE - RURAL ROADS

5.1 Service Bay & Access Layout

- 5.1.1 A private access, to be constructed on a rural road, will require a combined Service Bay and Access to be incorporated in the layout. Service Bays are required, so that on completion of the development, delivery vehicles, postal services and refuse vehicles can stop clear of the carriageway without causing an obstruction to the free flow of other vehicles on the public road. The Service Bay must be constructed prior to commencing work on the development, as the service bay will assist in the safe delivery of building materials to the site, and allow contractors vehicles to manoeuvre and park temporarily. See Drawing in **Appendix B** for dimensions and layouts.
- 5.1.2 The service bay must have a final layer of bituminous surfacing and this must also extend up the private access road for a distance of at least 5 metres from the public road edge in order to prevent gravel from the private access, being dragged onto the public road. The service bay will not be adopted.
- 5.1.3 Where a development is below the road, the applicant needs to be aware that water from a severe rainstorm could flow down the access, and the drainage system or access road must be designed and maintained to stop that water affecting any properties.
- 5.1.4 Alternatively the site may be on a hillside, and in this situation the slope of the first 5 metres from the public road must be no steeper than 1 in 20 for the first 5 metres from the public road, and the slope of the access beyond this section should normally be no steeper than 1 in 10.
- 5.1.5 In the interests of road safety a new access should not normally be situated within 90 metres of a road junction or within 30 metres of an existing property access. If due to the location and layout of the development site this is difficult to achieve then the applicant must contact Transportation Officers for guidance.

5.2 Access Gates

- 5.2.1 Access gates, if proposed or to be provided, should normally be located at least 8 metres from the adjacent public road edge to ensure vehicles waiting to enter or leave the access do not obstruct the public road while the gates are being opened or closed. Gates must open away from the public road. This distance enables a vehicle with a trailer to stop clear of the public road.
- 5.2.2 Gate pillars, walls, fences or hedges must be kept to the rear of the visibility splay area, or if that is not possible, must not obstruct the sight

lines (a height of less than 0.85 metre is acceptable). Cattle grids if provided must be located out with the public road boundary.

5.3 Access to multiple dwellings

5.3.1 Where a number of dwellings share a common access there is a need for the access road to be wide enough to enable 2-way traffic for the first section of the access road.

5.3.2 The access road must have a final layer of bituminous surfacing and this must extend up the private access road for a distance of at least 10 metres from the public road edge in order to prevent gravel from the private access.

Summary Table of Access Road Requirements			
	Bituminous surfacing from edge of Public Road	Max Gradient 1 st Section	Width of Access (metres)
Single dwelling (adjacent to road)	5 metres	1 in 20	2.4 – 3.0
Single dwelling Gated Access	8 metres		2.4 – 3.0
Single dwelling (> 50 metres from road)	10 metres		3.5
Multiple dwellings (> 50 metres from road)	15 metres		5.5 then 3.5

5.4 Passing Places on Single Track Roads

5.4.1 Where a development has a proposed access from a single-track public road and is more than 500 metres from a two-lane single carriageway public road a maximum of one additional or new passing place on the single-track road will be required per dwelling.

5.4.2 An assessment of the inter-visibility of passing places will be required to confirm the location and number of passing places required between the proposed development and the two-lane road.

5.4.3 The dimensions required for passing places are shown at **Appendix B**.

5.5 Visibility Splays

5.6.1 Due to the increased traffic speeds on unrestricted rural roads a significant factor to consider is the provision of adequate visibility. The visibility splay is an essential feature of the access and service bay provision.

- 5.6.2 Drivers emerging from the property, about to join the public road, must have an unobstructed view to the left and right, across the verge and land adjacent to the road, to see if there is any approaching traffic.
- 5.6.3 The visibility splay also enables traffic on the public road to see all road users leaving the property. The size of the visibility splay depends on the speed limit or observed vehicle speeds on the public road. It is necessary to consider the driver's line of vision, in both the horizontal and vertical planes, and the stopping distance of the vehicle. Where the applicant does not provide observed vehicle speed data the speed limit is used.
- 5.6.4 The distance along the public road, Y distance, is the distance you need to see along the road edge. This is measured, at the height of the driver's eye line, from the centre line of the access to the location on the road of the approaching vehicle, which varies depending on the speed of approaching traffic. The faster the approaching vehicles, the longer the distance required to see and be seen.
- 5.6.5 The distance back from the public road, X distance, is shown on the table below. The distance varies according to the number of dwellings. The distance is taken from the edge of the carriageway back along the centre line of the private access. The driver's eye line is 1.05 metres above the road.
- 5.6.6 The following table shows the Y and X values based on speed limit values.

Speed Limit	30	40	50	60
Y Distance (metres)	90	120	160	215
X Distance (metres)	Single dwelling = 2.4m; > 1 dwelling = 4.5m			

- 5.6.7 The access, service bay and visibility splay must be established before building work commences, as your builders and tradesmen are entitled to a safe access as well.

5.7 Providing and Maintaining Visibility Splays

- 5.7.1 When submitting a planning application it is necessary for the applicant to demonstrate that they have, and can maintain control over the visibility splay area. The applicant will have responsibility for the maintenance of clear sight lines over the visibility splay area. If the visibility splay area includes any neighbouring land then the applicant will need to discuss this with the landowner and make arrangements to satisfy the requirement to demonstrate adequate control.

5.7.2 Applicants should give careful consideration to the Trees and Development Supplementary Planning Guidance published in August 2008. Applicants should note that there is a presumption against the felling/removal of trees purely to form an access/visibility. For the avoidance of doubt the visibility splay is an essential feature required for achieving the Moray Local Plan Policy T2 Provision of Road Access.

http://www.moray.gov.uk/moray_standard/page_1650.html#Trees_and_Development

5.7.3 There may be circumstances when the developer wishes to locate the private access on or near a bend in the road. The outside of a bend is the safest option.

5.7.4 If there is no alternative arrangement other than to locate the access on the inside of a bend, the applicant must be fully aware of the area of the site which will be affected by the visibility requirements, and which must be kept free of obstructions such as buildings, trees and tall shrubs.

5.8 Parking and Turning of Vehicles

5.8.1 The provision of the minimum number of parking spaces within the curtilage of the property, based on the number of bedrooms, is the normal requirement for rural developments. The levels of parking required are shown in the following table.

Dwelling Description	Spaces
3 or less bedrooms	2
4 bedrooms	3
5 or more bedrooms	4

5.8.2 An equally important requirement is the provision of an adequate turning area. Vehicles that enter the development must be able to park and/or turn round, and leave the site in forward gear.

5.8.3 This requirement applies, whether you are developing a single house site, or a site with several properties. Vehicles must not reverse out onto the public road. Applicants should consider how materials such as heating oil are delivered and for example place their fuel tank where it can be accessed from the service bay. Where there is more than one house this may not be a practical option, then sufficient turning area must be provided within the development site to enable the delivery vehicle to turn round. Areas provided for turning are in addition to those provided for parking.

5.8.4 Many areas of Moray can experience severe winter weather and for those developments where the access road is particularly steep (a gradient steeper than 1 in 10), consideration should be given to providing, where land is available, parking areas at the top/bottom of the incline.

5.9 Roadside Drainage

5.9.1 Any existing roadside ditch should be taken, where possible, to the rear of the service bay and under the access by a pipe. The applicant should inspect adjacent pipes or culverts to ascertain the size of pipes that have been used downstream of the location for the proposed access. This is deemed necessary to ensure the appropriate diameter of pipe identified by local landowners, with previous knowledge of flood conditions, is used. The applicant should consult Transportation Officers to confirm the acceptable diameter of pipe to be used. Locations with deep and wide ditches will require larger diameter pipes. As a general rule, the bigger the pipe, the lower the risk of blockage, so the principle is to go up a size rather than down. All pipes should be laid at a self-cleansing gradient. The table below shows the typical gradients that should be used.

Pipe Diameter (mm)	Self Cleansing (minimum) gradient
300	1 in 150
375	1 in 188
450	225

- 5.9.2 Prior to laying the pipe, the ditch should be cleaned out along the frontage as necessary, the pipe placed on, and surrounded by concrete (150mm thick).
- 5.9.3 Headwalls of masonry or concrete should be provided, so the end of the pipe can be located, should the pipe become blocked during flood conditions.
- 5.9.4 The final bitumen macadam surface of the service bay must be shaped to prevent water, from the new access, flowing onto the public road. This is to prevent wet areas, which could freeze in winter, and the developer should also take steps to ensure water flowing along the public road does not, and cannot enter the site, and give rise to flooding problems.
- 5.9.5 On many rural roads, there are no ditches and roadside drainage is by offlets or grips, (small ditches cut into and across a verge) which discharge water into adjacent land. The applicant must inspect the site, and where offlets currently discharge into the site, must accept that water and make provision to deal with, and dispose of it.

5.10 Dealing with Storm Water

5.10.1 During heavy rain, water from agricultural fields can flow onto the road, culverts become choked, and roadside ditches overtop with the result

that significant water flows along the public road. These events may be rare, but they do occur and the applicant should take measures to prevent water flowing into their development. The simplest solution to deal with this water is to ensure that the access to the property slopes upwards for a short distance, forcing the flood water to continue along the road edge, until it finds its natural escape route.

5.10.2 Where water can enter the site, ditches or a piped drainage system should be installed within the site and water re-directed back into the natural drainage system.

5.11 Potential Flooding Risk Factors

5.11.1 In order to avoid building on sites susceptible to flooding, the following risk factors should be considered.

- A roadside ditch with significant water flow or signs of flow;
- Adjacent streams, burns or ditches which could overtop in storm conditions;
- Topography of the site forming a natural basin, in which water could accumulate?
- Are there any underground springs discharging water on the site?
- Any natural gullies which could direct water run-off towards the site?
- Higher ground above/behind that may require the installation of cut off drains?
- The proximity of the site to a watercourse (erosion and/or flooding).
- The height of a shoreline site in relation to High Tide Level (Mean High Water Spring - normally the highest level to which spring tides reach on the average over a period of time).

5.11.2 The applicant should consider examining the SEPA Flood Map at www.sepa.org.uk/flooding. However it should be noted that this relates to large-scale flood risk assessment and does not necessarily show sites that may be susceptible to localised flooding.

5.11.3 Sites that may be at risk of flooding will require a flood risk assessment to be undertaken by a suitable specialist.

5.11.4 Additional information can also be obtained from Moray Flood Alleviation, The Wards, Elgin, Moray, IV30 6AA (01343 559055).

6.0 LEGAL RESPONSIBILITIES

6.1 INTRODUCTION

- 6.1.1 Obtaining Planning Permission for a new development is the first step in the legislative process, and further permissions are required under different and separate legislation, including Roads and Building Control.
- 6.1.2 The requirements of Roads legislation to enable an applicant to create a private access from a public road, or to adjust the existing access, to a site is set out below.
- 6.1.3 Certificated contractors, whose employees have the necessary HAUC (Highway and Utilities Committee) certificates, should carry out Work on or adjacent to the public road. Where the road, verge, or footpath contains apparatus from suppliers such as telecom, gas, water, and electricity (called statutory undertakers) these services must be protected, and HAUC approved personnel must be employed to carry out the work. The statutory undertakers (by legislation) require to be notified of any proposed excavation works via the Scottish Road Works Register (see 6.2 for information).
- 6.1.4 The applicant or the appointed contractor must obtain the appropriate permissions from the Council and provide the necessary information to enable the Council to input details of your proposed works on the Scottish Road Works Register.
- 6.1.5 When requesting connections to Gas, Electricity, and Telecom, these undertakers usually employ their own contractors, and will complete the required notices direct, but for Water & Sewerage connections you or your contractor are normally responsible for obtaining the appropriate consents from the Council and Scottish Water.
- 6.1.6 In order to ensure the applicant and the contractor are familiar with the up to date procedures, these are outlined in the following sections. Permits and further details are available from Transportation Officers.

6.2 Road Opening Permits

- 6.2.1 A road opening permit is required, if you excavate in the road, verge, or footpath, for a new access, a water or sewerage connection, or intend to lay a buried cable or pipe across or along the public road. This is a requirement of section 109 of the New Roads & Street Works Act 1991 and/or section 56 of the Roads (Scotland) Act 1984. Statutory undertakers require a minimum of 10 working days notice of the intended works, therefore you should request a Permit from the Council, at least 14 working days in advance of your proposed start date so that the Council can input the information on the Scottish

Roadwork Register. There is a fee for the permit and for subsequent inspections. A copy of the Application for Road Opening Permit is attached at **Appendix C**.

6.3 Occupation of the Road

6.3.1 The Roads (Scotland) Act 1984 requires that permits be obtained for the following activities.

- To deposit a skip on the road.
- To deposit building materials on the road, footway, or verge.
- To erect scaffolding.
- To enable a crane to work on the road.

6.3.2 Normally the contractor will apply for these permits from the Council and pay the appropriate fees, but there may be circumstances, depending on how the work is managed, that the applicant is obliged to apply for the permits. Remember to check. Work may be stopped or delayed for lack of permits. For Permits, to undertake all of the above work, or for further advice, the applicant should contact Transportation Officers.

Transportation
Council Offices,
Academy Street,
Elgin,
IV30 1LL

Tel 01343 562513
Fax 01343 545628
Email roadspermits@moray.gov.uk

To download the most up-to-date Application for Road Opening Permit go to the following web page:

http://www.moray.gov.uk/moray_services/page_43800.html

7.0 CONSTRUCTION

7.1 Signing & Safety

7.1.1 Once information is obtained from the Statutory Undertakers on the location of their apparatus and the appropriate permit from the Roads Authority has been received the applicant/contractor is able to proceed with the excavation of the road, verge or footpath. The applicant/contractor must ensure that the works are carried out in a safe manner, correctly signed and guarded to ensure the safety of the workers at the site and members of the public passing the works.

7.1.2 The applicant/contractor must be familiar with the Code of Practice "Safety at Street Works and Road Works" issued by the Scottish Government and others which is available via the web link below. Failure to comply with the code of practice may lead to criminal prosecution in addition to any civil proceedings.

<http://www.dft.gov.uk/pgr/roads/network/local/streetworks/cop/safetyatstreetworksandroadworks>

ROAD DESIGN PROCEDURES AND STANDARDS

Transportation Requirements for Small Developments in Rural Parts of Moray

APPENDIX A

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APPENDIX A

PRIVATE ACCESS CHECKLIST

Private Access Checklist - Circle as appropriate

SITE ASSESSMENT

Is there a Previous Application for this Location? Yes No
If YES give the application reference number if known

National Grid Ref at the Access Point to the Public Road

Is there a new private access from the Public Road? Yes No

Is there an enlargement of an existing private access? Yes No

Does it involve sharing an existing private access? Yes No

How many properties will the access serve?

ROAD SAFETY

Is the Private Access located on a class A or B road? Yes No

Road/Street name or location

What Speed Limit applies to this Road/ Street?

The observed traffic speed at the access in MPH (Attach copy of survey data)

Visibility Splay Length to be provided in Metres.

Left _____ Right _____

How close to the nearest Road Junction is your proposed access?

Is the area of land within the Visibility Splays in the Ownership or Control of the applicant? Yes No

Do walls or fences require to be set back? Yes No

Does the new access cross a Cycleway?	Yes	No
Are you constructing a new Service Bay?	Yes	No
Are you utilising an existing Service Bay?	Yes	No

DRAINAGE

Have you inspected the existing Roadside Drainage?	Yes	No
Is a new Pipe Culvert required?	Yes	No
If yes - what diameter of pipe culvert is proposed?		

Are any major ditches or watercourses near or on ground above the site?	Yes	No
Is the site considered to have any Flood Risk?	Yes	No

Has a competent person undertaken a flood risk assessment?	Yes	No
--	-----	----

Has the SEPA Flooding Database been examined? (See www.sepa.org.uk/flooding)	Yes	No
--	-----	----

Parking

Has the appropriate level of parking for the number of dwellings been provided within the site?	Yes	No
---	-----	----

How many spaces are being provided?

Can turning space within the site be provided in addition to parking?	Yes	No
---	-----	----

LEGAL REQUIREMENTS

Do you intending to carry out any of the following? Excavate in the Verge, Footway, or Road?*	Yes	No
--	-----	----

Make a water or sewerage pipe connection to the main?*	Yes	No
--	-----	----

Excavate for a service connection to Gas, Telecom, or Electricity?*	Yes	No
---	-----	----

Lay a septic tank outfall across the public road?*	Yes	No
--	-----	----

*** If yes to any of the above, then a Road Opening Permit is required by the applicant or contractor.**

Applicant or Agents Name and Address

_____ **Postcode** _____

E-Mail Address _____

**I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF,
THE INFORMATION GIVEN ON THIS FORM IS CORRECT AND COMPLETE.**

Signature of Applicant or Agent

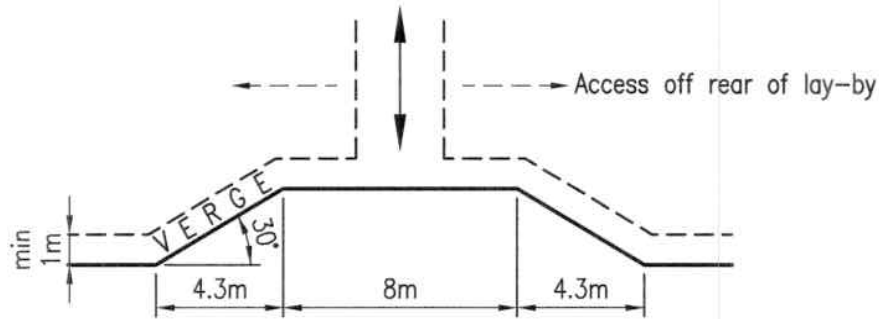
Date _____

ROAD DESIGN PROCEDURES AND STANDARDS

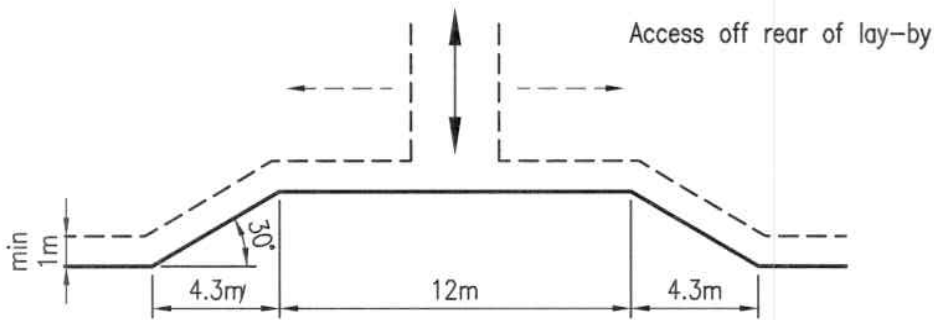
Transportation Requirements for Small Developments in Rural Parts of Moray

APPENDIX B

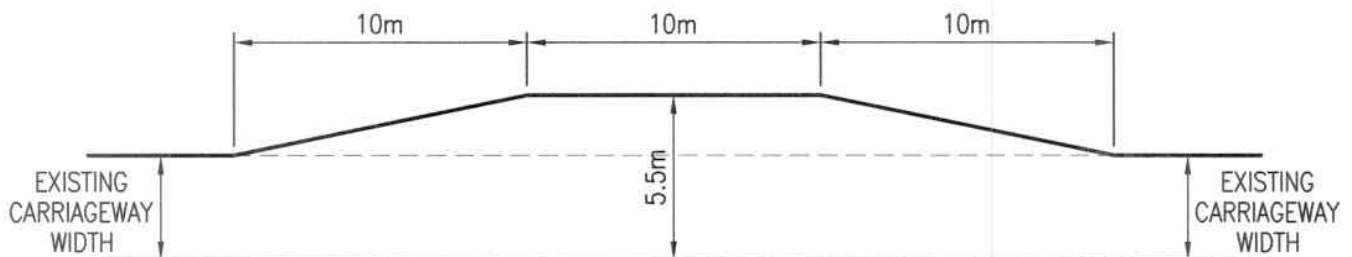
Issue Date: November 2008 (Draft)



SINGLE DWELLINGHOUSE



2 DWELLINGHOUSES



PASSING PLACE

SPECIFICATION FOR LAY-BY/PASSING PLACE:

- 1 Remove all topsoil and unsuitable material; add capping as required.
- 2 290mm Type1 sub-base.
- 3 80mm Dense Bituminous Macadam road base.
- 4 40mm Dense Bituminous Macadam base course.
- 5 40mm Dense Bituminous Macadam wearing course.

Minimum 1m wide verge around perimeter of lay-by.

PARKING LAY-BY/PASSING SPACE



COUNCIL OFFICE
ACADEMY STREET
ELGIN IV30 1LL

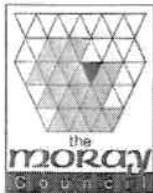
TEL: 01343 562500
FAX: 01343 545628

ROAD DESIGN PROCEDURES AND STANDARDS

Transportation Requirements for Small Developments in Rural Parts of Moray

APPENDIX C

Issue Date: November 2008 (Draft)



ENVIRONMENTAL SERVICES
DIRECT SERVICES – TRANSPORTATION

APPLICATION FOR ROAD OPENING PERMIT

ROADS (SCOTLAND) ACT 1984, Section 56
NEW ROADS AND STREET WORKS ACT 1991, Section 109
TRANSPORT (SCOTLAND) ACT 2005, Part 2

Applicant Details

Contractor Details

Full Name

Full Name

Address

Address

Post Code

Post Code

Tel No

Tel No

Application Details

Road Name: (& town/village)

Site Location: (house no,etc).....

Start Date:

For a Period of:Day(s) / Week(s)* * Delete as appropriate

For the Purpose of:

Traffic Management Proposals:

SRWR (Symology) Ref No:

SWQR (Street Works Qualifications Register) No:

I attach fee of £..... Cheque
 Credit/Debit Card (Please call 01343 562505 during office hours for Card Payment)

Signature of Applicant or Agent:Date:

Contact Telephone No:.....(Day)(Night)

For Office Use Only

Approved By..... Date.....

Fee Paid.....

Application No

Code No 78699/7560/G817

RF179 (19 November 2008)

NOTES FOR GUIDANCE OF APPLICANT

1. Fees:
 - £90 Road Opening – Minor Works
 - £160 Road Opening – Standard Works
 - £420 Road Opening – Major Works
 - £21 Additional Inspection Fee for Installation of Plant

2. Definitions:
 - Minor Works: Of a planned duration of not more than 3 days.
Do not form part of a rolling programme.
Do not involve at any one time more than 30 metres of work.
Do not involve more than 20sq m of reinstatement.
Do not leave less than 3.25m of carriageway.

 - Standard Works: All works, which are not emergency works, urgent works, minor works or major works.

 - Major Works: Those identified specifically in the annual operating programme, or at least normally planned at least 6 months in advance of work commencing.

3. **The Transportation Manager's office should be contacted by the Contractor on THE DAY THE WORKS COMMENCE to allow an ACTUAL START NOTICE to be issued and ON COMPLETION OF THE WORKS to allow a WORKS CLOSED NOTICE to be issued and reinstatements to be inspected. Failure by the Contractor to inform the Transportation Manager's office of the start and completion dates timeously will lead to penalties being imposed on the Contractor.**

4. **THE FOLLOWING NOTICE PERIODS ARE REQUIRED FROM THE TIME THE APPLICATION ARRIVES WITH THE TRANSPORTATION MANAGER, THE MORAY COUNCIL, ACADEMY STREET, ELGIN IV30 1LL AND THE PROPOSED START DATE OF THE WORKS:**
 - MINOR WORKS: 7 WORKING DAYS MINIMUM**
 - STANDARD WORKS: 11 WORKING DAYS MINIMUM**
 - MAJOR WORKS: 3 MONTHS MINIMUM**

5. Please note that works in Traffic Sensitive Roads and Footways require longer notice periods than those given above. Please contact the Transportation Section at the above address for further guidance.

6. Charges must be paid on application.

7. An additional fee of 50% of appropriate fee will be charged for failure to apply for a permit.

8. Late applications will not be considered unless the works can be deemed to be emergency or urgent works.

Emergency Works are those "required to put an end to or prevent circumstances likely to cause danger to persons or property". The term also includes works not falling within that definition which cannot be severed from those that do, such as road works not at the emergency site. Remedial works to dangerous defects are emergency works.

Urgent Works are those which fall short of emergency works, but are of sufficient urgency to warrant immediate action "to prevent or put an end to an unplanned obstruction of any part of the road and includes works which cannot reasonably be severed from such works".

9. Submission of this application gives no authority for the work to commence. Applicants must be in possession of the necessary permit.
10. All Road Opening Permits will be issued to the Contractor as detailed on page 1 of the application form.
11. Please ensure that all requested information is completed on the application form. If any information has been omitted, this may delay the issue of the permit and affect the proposed start date of the works.
12. If the applicant wishes to postpone the work after submission of the application, this can only be done provided a permit has not been issued. The Council will hold the application and payment for a period of one month, after which the application and payment will be returned to the applicant for re-submission. If a permit has been issued, then the fee will not be returned and a further application along with the appropriate fee will be required for the new date for the work.
13. Permission to place and maintain private apparatus under a road is also required in accordance with the New Roads and Street Works Act 1991, Section 109 or Roads (Scotland) Act 1984, particularly Sections 61 and 61A. There is a separate application form for this permission.
14. In accordance with the New Roads and Street Works Act 1991, the Contractor will be liable for maintenance of the permanent reinstatement and will incur additional fee(s) to cover administration costs and inspections where defects come to light.
15. In the case of excavations to form a vehicular access or lay-by a layout plan should be submitted showing details of construction materials and depths.
16. The applicant shall indemnify The Moray Council as Roads Authority for and against all actions, claims, demands, costs, charges, damages, losses and expenses of whatsoever kind or nature which may be brought or made against them or incurred by them in respect of the negligence, omission or default of the holder of this permit or those for whom the holder of this permit is responsible arising in respect of any operations authorised by this permit unless due to the negligence or other breach of legal duty on the part of the Council or of any person for whom the Council are responsible.

ROAD DESIGN PROCEDURES AND STANDARDS

Transportation Requirements for Small Developments in Rural Parts of Moray

APPENDIX D

Issue Date: November 2008 (Draft)

POLICY T2: PROVISION OF ROAD ACCESS

The Council will require that a suitable and safe road access from the public highway is provided to serve new development and where appropriate any necessary modifications to the existing road network to mitigate the impact of development traffic, and the provision of appropriate facilities for public transport, cycling, and pedestrians. Access proposals that have a significant adverse impact on the surrounding landscape and environment that cannot be mitigated will be refused.

SPP17 details that there is a presumption against new accesses onto a trunk road and that the Scottish Executive will consider the case for such justifications, where nationally significant growth or regeneration benefits can be demonstrated.

JUSTIFICATION:

It is important to ensure that new development is served by appropriate infrastructure. The road access arrangements should be suitable to the proposed development and ensure that there are adequate safety provisions and provision for public transport, cycling and pedestrians. Road access design should be carefully designed to fit in with the surrounding landscape and environment. Where the access to a site is unmade or a private track it may require to be surfaced to a suitable standard and require the provision of passing places or be widened accordingly.

CONFORMS TO:

The policy conforms to the Council's guidance on technical standards for the provision of roads infrastructure.

ADDITIONAL GUIDANCE

Policy IMP1: Development Requirements;
PAN76: New Residential Streets.

POLICY IMP1: DEVELOPMENT REQUIREMENTS

New development will require to be sensitively sited, designed and serviced appropriate to the amenity of the surrounding area. It must meet the following criteria:

- a. the scale, density and character must be appropriate to the surrounding area,
- b. the development must be integrated into the surrounding landscape,
- c. adequate roads, public transport, and cycling and footpath provision must be available, at a level appropriate to the development,
- d. adequate water, drainage and power provision must be made,
- e. sustainable urban drainage systems should be used where appropriate, in all new developments

- f. there must be adequate availability of social, educational, healthcare and community facilities,
- g. the development should, where appropriate, demonstrate how it will incorporate renewable energy systems and sustainable design and construction. Supplementary Guidance will be produced to expand upon some of these criteria,
- h. provision for the long term maintenance of public landscape and amenity areas must be made,
- i. conservation of natural and built environment resources must be demonstrated,
- j. appropriate provision to deal with flood related issues must be made, including the possibility of coastal flooding from rising sea levels and coastal erosion,
- k. pollution, including ground water must be avoided,
- l. appropriate provision to deal with contamination issues must be made, and
- m. the development must not sterilise significant workable reserves of minerals, prime quality agricultural land, or preferred areas for forestry planting.
- n. where appropriate, arrangements for waste management should be provided.

JUSTIFICATION

The quality of development in terms of its siting, design and servicing is a priority consideration within the Plan. In the first instance development needs to be suitable to the surrounding built and natural environment. Development should be adequately serviced in terms of transport, water, drainage, power, facilities. Particular emphasis is placed on providing pedestrian, cycle and public transport access to the development, and the use of sustainable urban drainage systems and the incorporation of renewable energy equipment and systems, and sustainable design and construction into the development in order to promote sustainability within Moray. Flooding is an important consideration particularly within the Laich of Moray and needs to be adequately addressed. Similarly, pollution issues in relation to air, noise, ground water and ground contamination must be adequately addressed to provide proper development standards.

CONFORMS TO:

The policy conforms to SPP1 on the Planning System and to national planning guidance and advice generally

POLICY CROSS REFERENCE/ADDITIONAL GUIDANCE:

Other policy requirements generally.

ROAD DESIGN PROCEDURES AND STANDARDS

Transportation Requirements for Small Developments in Rural Parts of Moray

APPENDIX E

Issue Date: November 2008 (Draft)

Dial M : 01343 562529

Dial M
for Moray

Your Local On Demand Bus Service

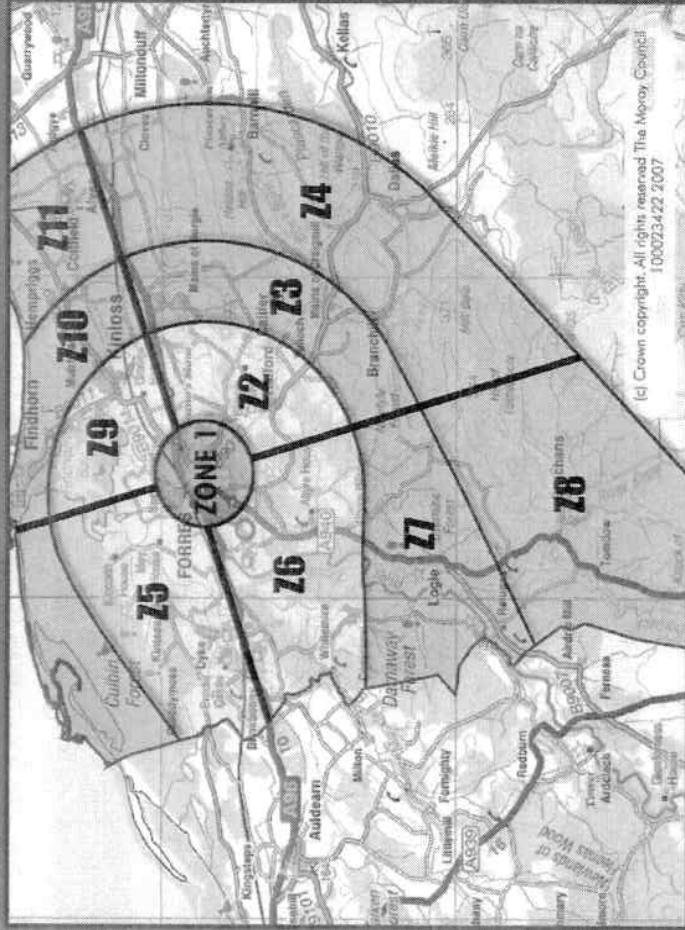
FORRES AREA

Dallas-Dyke-Logie

TO BOOK A SEAT CALL

01343 562529

The call line is open: Mondays to Fridays 0930 - 1300



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the moray council



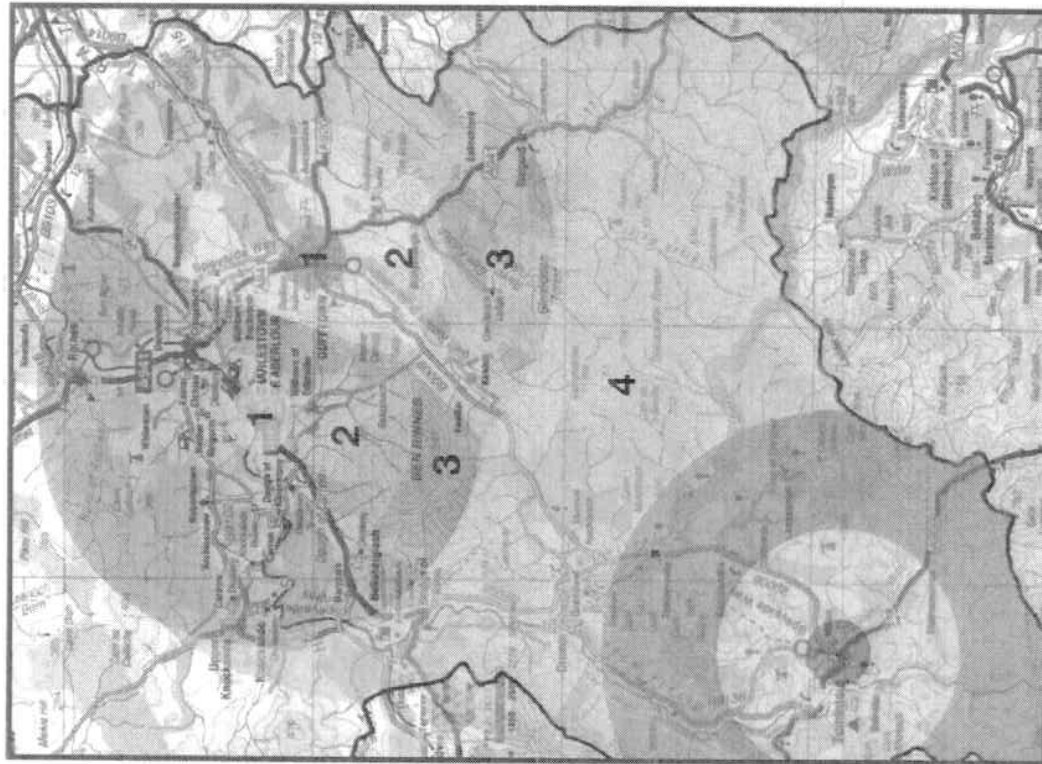
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public transport info
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Dial M : 01343 562533

Aberlour

- Zone 1 Yellow
- Zone 2 Blue
- Zone 3 Pink



Dufftown

- Zone 1 Orange
- Zone 2 Yellow
- Zone 3 Green

**Zone 4
Pale Blue**

Tomintoul

- Zone 1 Blue
- Zone 2 Yellow
- Zone 3 Brown

Dial M
for Moray

Your Local On Demand Bus Service

Speyside Area
Aberlour-Dufftown-Tomintoul

To Book a Seat call

01343 562533

The call line is open: Mondays to Fridays 0930 - 1300



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32049



MORAY COUNCIL



traveline
Public Transport Enquiries
0871 200 22 33

What is Dial M for Moray?

The **Dial M for Moray** is an accessible door to door bus service (public roads only) for those unable to use existing forms of transport or who do not have a regular bus service. This service is for everyone regardless of age or disability.

Who can use dial M for Moray?

You can use this service if you:-

- Live within the areas shown on the map overleaf
- Have no alternative transport due to:
 1. No bus service available
 2. Elderly/Frail
 3. Disabilities
 4. Need for assistance

Dial M for Moray vehicles

The vehicles are fully accessible. The seating arrangements are flexible to meet a variety of travel needs including wheelchairs. All passengers are required to wear seatbelts.

Where can I go?

This service operates in and around the Speyside Area and we can provide connections to other bus services. You may travel anywhere within the area indicated on the zone map overleaf subject to no other service meeting your travel needs.

When can I travel?

The service will operate between the hours of 0900 and 1430 Monday to Friday. There will be no service December 25th, 26th, January 1st, 2nd and May Day each year.

How do I book a seat?

All **Dial M for Moray** journeys must be prebooked by phoning our booking line **01343 562533**, between 0930 and 1300 Mondays to Fridays. Bookings can be taken up to one week in advance but must be made no later than the day before you intend to travel. Please be ready around 15 minutes before your pick up time. Whilst every effort is made to meet your booking request at the time required, we book on a first come first served basis and we may require to adjust your pick up time to fit in with our bus schedule.

How do I pay?

Fares will be similar to regular bus fares and customers will pay the driver.

Scotland Wide Concession Card holders travel free.

Speyside Area will be split into ten zones.

Bus fares will depend on the numbers of zones travelled.

See the Zoning Map on the back of this leaflet.