

**INDUCTION REQUEST FORM**

This Form may be used by proponents to request induction of a prospective scheme into the SSDM quality system.

Except where otherwise expressly stated, all sections should be completed by the proponents. All fields must be completed with the required information (with N/A entered if any are not applicable).

Once this form has been completed please submit copies by email to [Highways@southwark.gov.uk](mailto:Highways@southwark.gov.uk)

**Section A For official use only**

*NOTE TO PROCESSOR: This section should be completed by the approving officer when a submitted form is received and processed. If the submitted form is not satisfactory then it should be rejected. The submitter should be informed of this by email.*

|  |  |
| --- | --- |
| **Date received (dd.mm.yyyy)** |  |
| **Approval status** |  |
| **Name of approving/ rejecting officer** |  |
| **Date (dd.mm.yyyy)** |  |
| **Notes (if any)** |  |
| **Proposal reference** |  |

**Section 1 The proponents**

This submission relates to the following project:

|  |  |
| --- | --- |
| **Scheme name** |  |
| **Scheme reference** |  |
| **Planning reference** |  |

*Table 1. Scheme details.*

This section is used to explain information about the proponents of the prospective scheme. This includes: who the promoters are and what their motives are for wishing to see improvements made to the highway; details for certain key contacts; and whether organisations have yet been appointed to deliver certain design services within the proponent team.

**A. Promoter and main contact**

Using table 1 below, please provide details about the **promoter** and the **main contact** of the prospective scheme. Normally the promoter will be the person or body who will employ or appoint others within the proponent team (though if the scheme is a vehicle access or uses Cleaner Greener Safer funding as section 3 it may be a resident or trader applicant). The main contact is the same person who completes and submits this form. They will be the individual with whom the highway authority will correspond.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | | **Promoter** | **Main contact** |
| Individual | Name |  |  |
| Role/title within organisation |  |  |
| Organisation | Name |  |  |
| Individual’s department/team  (where relevant) |  |  |
| Postal  address | Address (1) |  |  |
| Address (2) |  |  |
| City/county |  |  |
| Post code |  |  |
| Phone/email  address | Email |  |  |
| Telephone |  |  |

*Table 2. Proponents details.*

**B. Others**

If you have already appointed any organisations to provide highway engineering, construct a vehicle crossover or landscape architecture/urban design services for this prospective scheme then please confirm their details within table 3 below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | | **Service** | |
| **Highway engineers** | **Landscape architects / urban designers** |
| Organisation | Name |  |  |
| Department/team (where relevant) |  |  |
| Contact | Name |  |  |
| Role/title within organisation |  |  |
| Email |  |  |
| Telephone |  |  |
| Postal  address | Address (1) |  |  |
| Address (2) |  |  |
| City/county |  |  |
| Post code |  |  |

*Table 3. Project team details.*

**Section 2 Relationship with other schemes**

This section is used to explain any known relationship that the prospective scheme may have with any existing-ongoing or past- completed council schemes. This will help us better understand your proposals and allocate resources.

**A. Existing or previous highway authority projects**

1. Does the prospective scheme relate to any other existing-ongoing or past-completed highway authority scheme(s)?

Yes  No  (Check box as appropriate)

1. If you answered yes to ‘i’ then please provide details about the other highway authority scheme(s) in table 4 below and how these relate. Otherwise, skip this question and go to B

|  |  |  |
| --- | --- | --- |
| **Highway authority**  **project or proposal**  **reference (if known)** | **Highway authority**  **project or proposal**  **name (if known)** | **Other comments/details/information** |
|  |  |  |
|  |  |  |

*Table 4. Relationship with other highway schemes (if applicable).*

**B. Town and country planning (T&CP) process**

Please explain any relationship that the prospective scheme may have with the T&CP process. T&CP permission may be required if the proposed works require vehicle crossings (accesses to private driveways), a change in use of the land (e.g. constructing a new highway on a former developed site), or constructing certain structures within the highway (e.g. sculptures, mechanised bollards, cycle hire scheme docking stations). Most geometric/materials changes, street lighting works, street furniture and planting within the existing highway do not require T&CP permission. You are advised to check first with officers from the council acting as Local Planning Authority. It should be noted that the highway authority requires all works to highways) to be in accordance with SSDM design standards and procedures. These are separate to the T&CP process. T&CP permission does not constitute highway authority approval for works to highways. To avoid the possibility of conflicting consents and the need for substantial modifications to proposals, it is strongly recommended that proposed works to the Highway are agreed with the highway authority prior to including them in any application for T&CP permission or discharge of related conditions/obligations.

1. Does the prospective scheme relate to any existing T&CP permission? Yes

(Check box as appropriate) No

ii. If you answered Yes to the above then please provide FULL details about the permission(s) in table 5 below.

|  |  |  |
| --- | --- | --- |
| **T&CP application reference** | **T&CP application name** | **Other comments/details/information (e.g. prospective Scheme relates to works to meet a condition or obligation with details of what those are)** |
|  |  |  |
|  |  |  |

*Table 5. Town & Country Planning applications (if applicable).*

iii. If you answered no to ‘i’ then

• are any aspects of the prospective scheme Yes

likely to require T&CP Permission in future? No

• If you answered Yes to the above. then please confirm opposite

if you are already in discussions with the Local Planning Yes

Authority and if you are, provide further details in the box below. No

*NOTE: Details provided in this box might include the (pre) application reference number, the case officer name, application status and anything else that you think might be helpful for us to know. The more information you tell us then the quicker and more helpfully we will be able to process your induction request.*

**Section 3 Approximate scheme location and land ownership**

This section is used to confirm information about the location of the prospective improvements and issues related to land ownership. When describing the location, please be approximate bearing in mind that you will need to agree a quality plan (design brief) with the highway authority after the scheme is inducted into the SSDM quality system. The process of negotiating this may result in changes to the extent of works.

**A. Location**

i. Are you proposing to carry out works at multiple Yes

separate sites as part of this prospective scheme? No

ii. If you answered yes to the above then please explain why you consider this to be appropriate? Otherwise enter N/A. (It may be appropriate for schemes to consist of multiple sites if they are small and relatively simple.)

iii. Please check the box opposite to confirm you have attached to this form a

simple plan showing the scheme location. An approximate plan is fine if you

do not have detailed records at this time. The plan may also include simple

diagrammatic representation of the broad improvements described in Section 6

**B. Land ownership**

|  |  |
| --- | --- |
| **Ownership** | **Details** |
| Could the prospective Scheme involve any works within a highway for which Transport for London is the highway authority (streets with red lines along the carriageway edge)? If so please provide details, including those of any TfL officer and/or project name/ref if you have discussed these already with them. If not then enter N/A. |  |
| Could the proposed project involve any works within a council park, council housing land or council leisure land? If so please provide details, including those of any officers from relevant council departments if you have discussed these already with them. If not then enter N/A. |  |
| Could the prospective scheme involve any works on land that has been/will be sold to you by another council department (e.g. ex. housing or leisure land)? If so please provide details, including those of a relevant contact in our property department. If not then enter N/A. |  |

*Table 6. Land ownership details.*

**Section 4 Southwark highway scheme pathway definition**

The table below describes the different design pathways that Southwark follow based on the complexity of the scheme. Simpler schemes require less quality control measures.

|  |  |
| --- | --- |
| **Pathway** | **Scope of likely appropriate schemes** |
| **A** | * Schemes that include the creation of any new street or new highway. * Schemes that include the creation or enlargement of public spaces in either existing or new streets. * Medium-large comprehensive improvement schemes that involve substantial changes to existing street geometry. |
| **B** | * Internal program-based asset renewal works which involve minor improvements / changes rather than just like for like renewal. * Internal program-based asset renewal works to pavements, lighting, trees etc. * Point based improvements that are more technically / statutorily complex e.g. zebra crossings, "floating" bus stops, * Simple, clearly defined developer improvements (majority of S278/S38 works). |
| **C** | * Minor isolated changes to waiting and loading restriction or access prohibitions (and associated TMOs) that require no physical changes other than to signs and road markings * Very simple point works or program-based internal asset renewal works. * Typically in response to minor local issues raised by the public or elected members (including via CGS). * Scoping designs to investigate plausibility of schemes. |

*Table 7. Southwark highway scheme pathway definitions.*

Please indicate which design pathway most closely matches your proposed scheme:

**Pathway A**

**Pathway B**

**Pathway C**

**Section 5 About the provisionally envisaged improvements**

This section is used to confirm provisional information about the improvements to the highway that you envisage implementing as part of this prospective scheme. Please use table 8 below to let us know whether you envisage carrying out any of the various noted types. The more related details you can provide the better. You may provide simple diagrammatic representation of those improvements in the location plan. When describing these please be approximate bearing in mind that you will need to agree a Quality Plan (design brief) with the highway authority after the scheme is inducted into the SSDM quality system. The process of negotiating this may result in modifications to the works you provisionally envisage and/or inclusion of additional elements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Improvement** | | **Likely to be included-please enter Yes if so** | **Other comments/details/information (e.g. prospective Scheme relates to works to meet a condition or obligation with details of what those are)** |
| 1 | Widen existing highway (e.g. offer new land for adoption at the edge of the existing highway, not just widen a footway or carriageway). |  |  |
| 2 | Narrow/stop up an existing area of highway |  |  |
| 3 | Permanently restrict access (e.g. introduce gate controlled accesses /signed no entry restrictions). |  |  |
| 4 | Create an entirely new length of full-width highway (e.g. a new street) |  |  |
| 5 | Introduce or modify a highway access junction to a private site or new area of highway |  |  |
| 6 | Introduce or modify a vehicle crossing (driveway access) from an existing highway |  |  |
| 7 | Narrow an existing area of footway, including by insetting parking or loading bays into it. |  |  |
| 8 | Narrow a carriageway, including by introducing footway buildouts |  |  |
| 9 | Introduce or modify bus or cycle lanes |  |  |
| 10 | Introduce access for vehicles through or along an existing pedestrian only space or route (e.g. service vehicles through a public space / cycle track along an existing footway or footpath) |  |  |
| 11 | Introduce or modify parking restrictions (including creating or removing waiting/loading spaces or yellow lines/blips) |  |  |
| 12 | Introduce or modify formal traffic calming (e.g. speed humps/cushions/chicanes/raised tables) |  |  |
| 13 | Introduce or modify traffic prohibitions (including one ways, bus or cycle contraflows, banned or mandatory turns or access prohibitions like no entries for one or more type of vehicle) |  |  |
| 14 | Introduce or modify any signal controlled junctions or controlled crossings (including zebra crossings) |  |  |
| 15 | Street lighting works (including both introducing new and/or modifying existing) |  |  |
| 16 | Fell existing street trees (with or without replacing these) |  |  |
| 17 | Reduce the canopies of existing street trees |  |  |
| 18 | Plant new street trees (including in existing vacant tree pits) |  |  |
| 19 | Any other planting works besides trees (including both introducing new and/or modifying existing) |  |  |
| 20 | Introduce or modify any sustainable urban drainage features, including swales, rain gardens and pervious/reservoir pavement constructions |  |  |
| 21 | Public utility diversion/connection works (excluding connections to public sewers from new/existing highway drainage gullies) |  |  |
| 22 | Private utility works under the Highway (e.g. ducts to connect buildings on different sides of the street) |  |  |
| 23 | Introduce security bollards or other similar protective works (e.g. PAS rated anti-ram bollards) |  |  |

*Table 8. Provisional highway improvements. Not required to be completed for vehicle accesses.*

**Section 6 Funding details**

This section is used to confirm provisional information about the funding sources for the project.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Source/funding program** | | | **Allocation from source/funding program** | | | | | |
| **Source type** (if “other” then please see note1 and provide further details under comments) | | **Status** (see note 2) | **Project reference** (see note 3) | | | | **Overall allocation across all projects** | **Comments** |
|  |  |  |  |
| **Committed amount / project, £Ks** | | | |
|  | |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |
| **Total** | | |  |  |  |  |  |  |
| **Of which…** | **Allocated to the physical works** (see note 4) | |  |  |  |  |  |  |
| **Allocated as addition contingency to the above** | |  |  |  |  |  |

*Table 9. Project funding details.*

Notes:

1) “Other – private” source types may include improvements under section 278 of the Highways Act 1980 that are not captured within a section 106 agreement, or vehicle access applications.

2) Allocations may be made towards physical works and/or the related contingency irrespective of the status of the source/ funding program. However, any to be confirmed (TBC) sources must be confirmed before detailed design stages.

3) If this submission relates to a single project (there being no group) then complete a single column only. If it relates to a group then complete a column for each project.

4) The figure entered as allocated to the physical works (and the additional contingency for this) excludes all design and approval activities, surveys, permits, temporary traffic management, design and construction project management, preliminaries, mobilization and pre and post monitoring activities. It will form the basis for evaluating commitments in the Quality Plan.

**Section 7 Confirmation of induction request**

This section is used to confirm the information provided in this form and the overall Induction request. It should be completed by the **main contact.** The highway authority will respond to them. Before submitting this form you should ensure that you have completed all necessary fields with the required information and have appended the diagrammatic drawings and plans. Your request may otherwise be rejected.

**A. DECLARATION:**

I the undersigned confirm

• My request for the prospective scheme described in this form to be inducted into the Southwark streetscape design manual quality system of Southwark Council in its capacity as highway authority.

• My consent for the details included in this form to be entered into the scheme database kept by Southwark Council in its capacity as highway authority and to be shared by them with any other parties for the purposes of potential coordination of actual or potential works to the highway.

• That the information provided is correct to the best of my knowledge at the time of submission.

• That I have enclosed with this form a plan describing the approximate location of the proposed improvements and the provisionally envisaged works.

• My understanding that substantial further development and modification of the proposals described in this form will be required by the highway authority (as per Southwark streetscape design manual design standards and related procedures) before this prospective scheme and any subsequent design proposals and construction works will be approved by the highway authority.

Signed: ……………………………………….. Print name: … …………………………………………

Date: ……………………………………….. Organisation: …………………………………………….