

HGV action request process guidance document

August 2023

Context

This guidance document has been produced to support Oxfordshire County Council's (OCC) HGV action request process. It provides a detailed overview of the process, information required and the potential stages of work required.

This process has been developed following completion of our feasibility study into area weight restrictions. The study was conducted between January and June 2023 and its goal was to consider a potential area based approach to weight restrictions.

Due to the complexity of weight restrictions, it was not possible to identify restriction proposals from a countywide level. The study highlighted the cost, complexity and potential impacts of weight restrictions. It also highlighted that weight restrictions are only one potential solution and that other solutions should be considered. A key finding was the need to fully understand problems and then work with a range of stakeholders to develop the appropriate solution.

We are therefore implementing a consistent countywide approach for how requests for action to address concerns over HGV movement can be made. This builds on the findings and recommendations from the area weight restriction study.

It is important that we implement this process to provide communities with clarity about how they can request action, how the county council will assess requests and if applicable, the stages of work required before any action is taken.

The process will ensure that where applicable, evidence collection, stakeholder engagement and partnership working is conducted to understand issues and develop a range of potential solutions.

If you would like to discuss a potential request, please contact the team via freight@oxfordshire.gov.uk.

Request process

1. Requests

Submitting a request

Formal requests for action to address concerns over HGV movement can be made by the relevant local council or forum (e.g., parish council, town council or neighbourhood forum in Oxford) with support of the relevant local County Councillor.

Requests can be made if it is considered that HGV movement is causing:

- Road safety issues
- Damage to buildings or highway infrastructure

- Congestion or road network performance issues
- Air quality issues or other environmental harm

Information required

Requests to address concerns can be made via the County Council's website and should include at least the following information to enable consideration:

- Reason for concern
- Photographic evidence
- Frequency of issue/HGV use
- Timescales of concerns
- Location or source of HGV's (if known)
- Any funding available
- Any evidence of the problem from engagement with local residents/businesses or wider communities/businesses

Applicants will also be asked to provide a scan or electronic document to show approval from the town/parish council or neighbourhood forum and support of the local county councillor.

2. County Council review requests

Initial assessment criteria

County Council officers will then assess requests against our initial criteria (using our multi-criteria assessment framework) and alignment with available evidence. Our initial criteria for assessment are:

- Safety conditions
- Network performance
- Environmental considerations
- Physical constraints
- HGV trip generators / attractors
- Stakeholder views
- Deprivation

County Council officers will also consider:

- Resources (finance and officer time)
- Potential implications for other parts of the networks or neighbouring local authorities
- How much of a priority is the problem when set against other council funding priorities
- Planning permissions / routing agreements

Decision point as to whether further investigation is conducted (OCC officer decision).

The applicant will be contacted if there are any clarification questions and notified of the outcome.

3. Further investigation

If suitable, further investigation to understand the problem will then be undertaken by County Council officers in conjunction with local councils or forums, local communities (including businesses) likely to be affected by any solution and stakeholders.

Further investigation will include the following. Local councils or forums will be asked to undertake engagement work themselves to improve local knowledge of the issue and facilitate local partnership working. The investigation required will include:

- Further in-depth review of available information and stakeholder feedback
- Engagement with democratic bodies, freight industry, local businesses, neighbouring local authorities and local communities to understand the problem.
- Map the area where the problem is reported against the classified road network to identify the wider area that road serves and geographical area of potential impact.
- Identify and carry out any further work needed to understand problem e.g. traffic surveys and transport modelling.
- Consideration of existing restrictions, appropriate routes identified in our HGV route map and whether alternative HGV routes are available.
- Consideration of how to limit impacts on neighbouring towns / villages.

Decision point as to whether there is sufficient evidence of a problem that requires a solution to be developed (OCC officer decision).

4. Options appraisal

If there is sufficient evidence of a problem, the understanding gained from further investigation will then be used to develop and appraise options. Options will be appraised by County Council officers in conjunction with local councils or forums, local communities (including businesses) likely to be affected by any solution and stakeholders. This will first consider non-weight restriction measures. The full process will include:

- Consideration of different appropriate measures to address the problem such as advisory signage, advanced warning signage, bollards, awareness raising and local engagement.
- Develop comprehensive implementation strategy.
- Identification of costs, funding availability and funding mechanisms including funding for enforcement.
- Agree definition of success and key performance indicators.

Decision point as to whether weight restrictions need to be considered (OCC officer decision).

Weight restrictions criteria

Restricting access via weight restrictions will only be considered as a final option due to their cost, complexity and potential impacts. Criteria for where weight restrictions will can be considered is below:

- Weight restrictions will not be considered on roads in route classes 1 or 2 (see appendix 1).
- Weight restrictions will only be considered on roads in route classes 3 and 4 (see appendix 1) where there is a suitable alternative route available.
- Weight restrictions will not be considered on appropriate routes identified in our HGV route map (see appendix 2).

Decision point as to whether weight restriction options appraisal is undertaken (OCC officer decision).

Weight restriction options appraisal work

Where weight restrictions are being considered the following work should be conducted. As before, local councils or forums will be asked to work collaboratively with the county council and undertake engagement work themselves. The work to develop weight restrictions will include:

1. If required, undertake traffic surveys to determine HGV routes and extent to which traffic is local or through traffic (or would otherwise be exempt from any restriction put in place) to provide an evidence base.
2. Identify interaction with existing restrictions, the alternative route HGVs can use, whether this may create issues elsewhere and the length and nature of likely diversions for through traffic.
3. Option generation of a range of area based or point based weight restrictions using standard legal processes available in England.
4. Modelling of strategic rerouting via Oxfordshire Mobility Model (if applicable).
5. Confirm enforcement strategy / any resources to enforce restriction (including if no enforcement is to be expected).
6. Identify cost estimate and funding sources.
7. Propose/agree definition of success and key performance indicators.
8. Report on preferred option.
9. Further in-depth stakeholder engagement, including with other local authorities or communities that could be affected by a restriction.
10. Develop map based TRO / ETRO / TTRO.
11. Develop comprehensive implementation strategy e.g. except for access requirements, exemptions and signage locations.
12. Confirm implementation costs.
13. Public consultation via statutory TRO process.

5. Implementation

Final solutions will then be implemented subject to agreement by the relevant County Council Cabinet Member or Full Cabinet if over £1m.

Decision point as to whether intervention is implemented (Cabinet Member decision if less than £1m, Cabinet decision if over £1m).

6. Post implementation measure of success

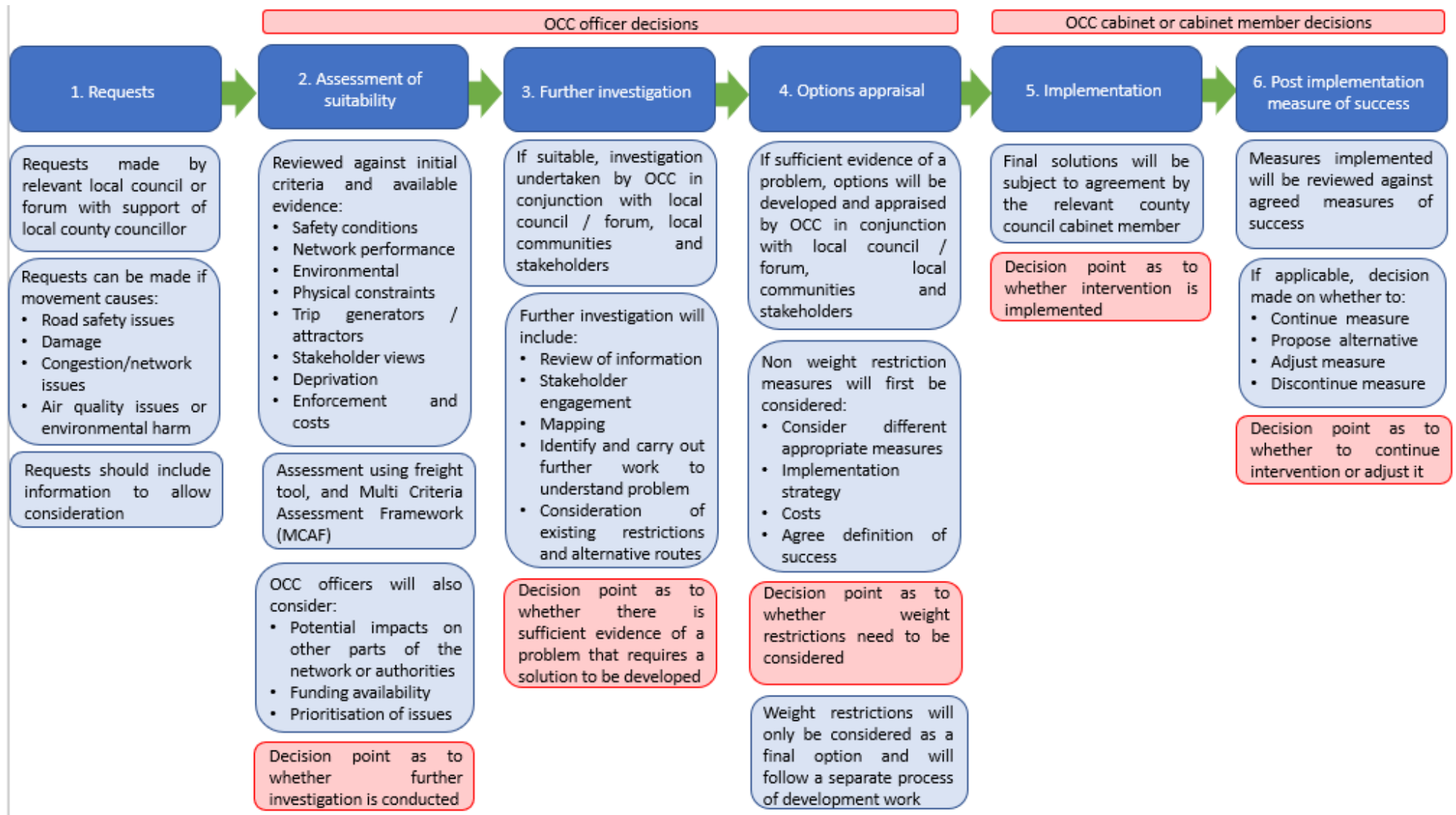
Following implementation, measures will be reviewed against agreed measures of success. This could include both qualitative and quantitative data collection. If applicable, a decision will then be made whether to:

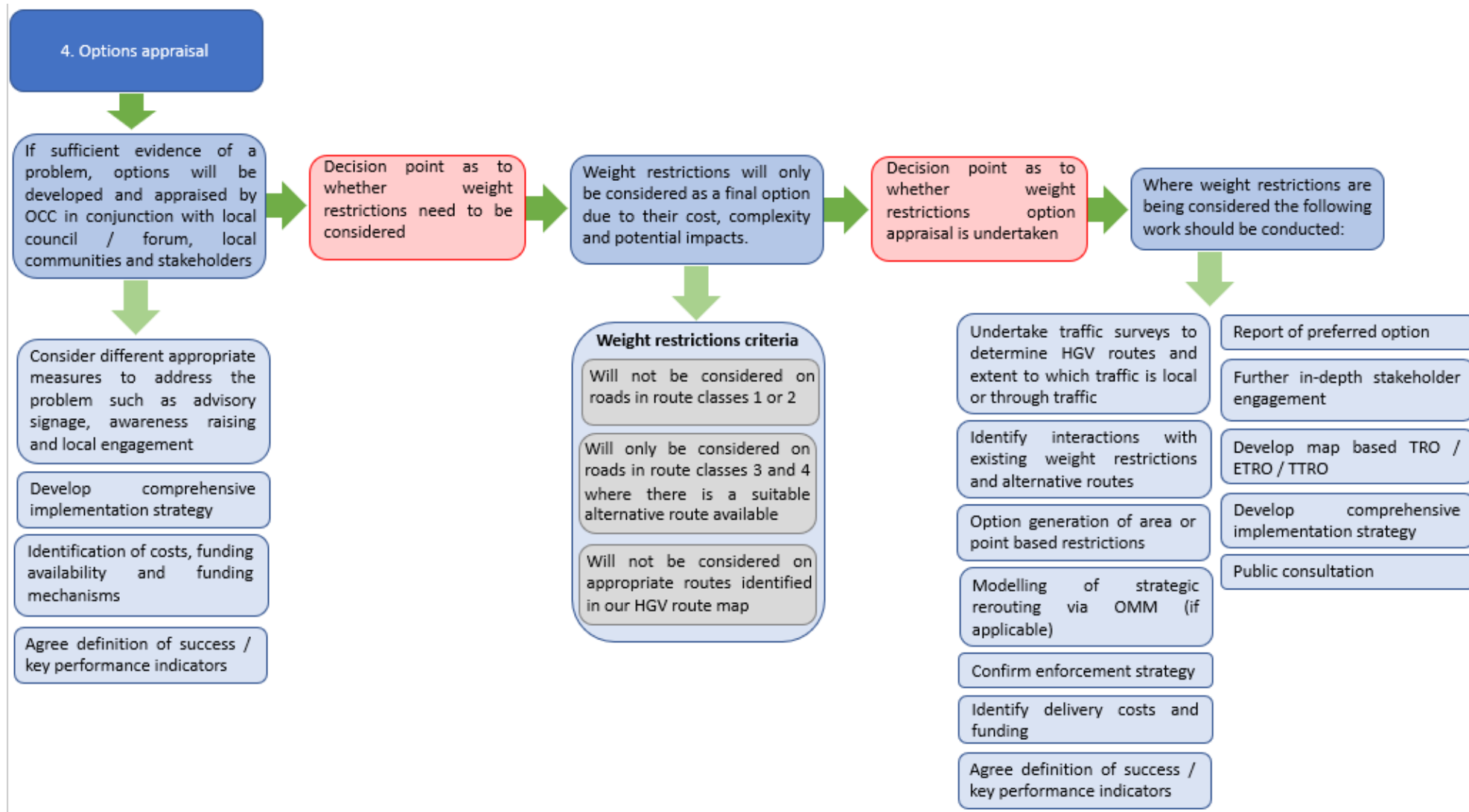
- Continue with the measure.
- Propose an alternative.
- Adjust the measure.
- Discontinue the measure.

Decision point on whether to continue with the intervention or adjust it (Cabinet Member decision).

Summary

1. Formal requests for action to address HGV concerns can be made by local councils or forums with support of the relevant local County Councillor.
2. County Council officers review applications.
3. If suitable, further investigation to understand the problem.
4. If sufficient evidence of a problem, use understanding to develop and appraise options.
5. Implementation, including agreement of final solutions by the relevant County Council Cabinet Member or Cabinet.
6. Post implementation measure of success.



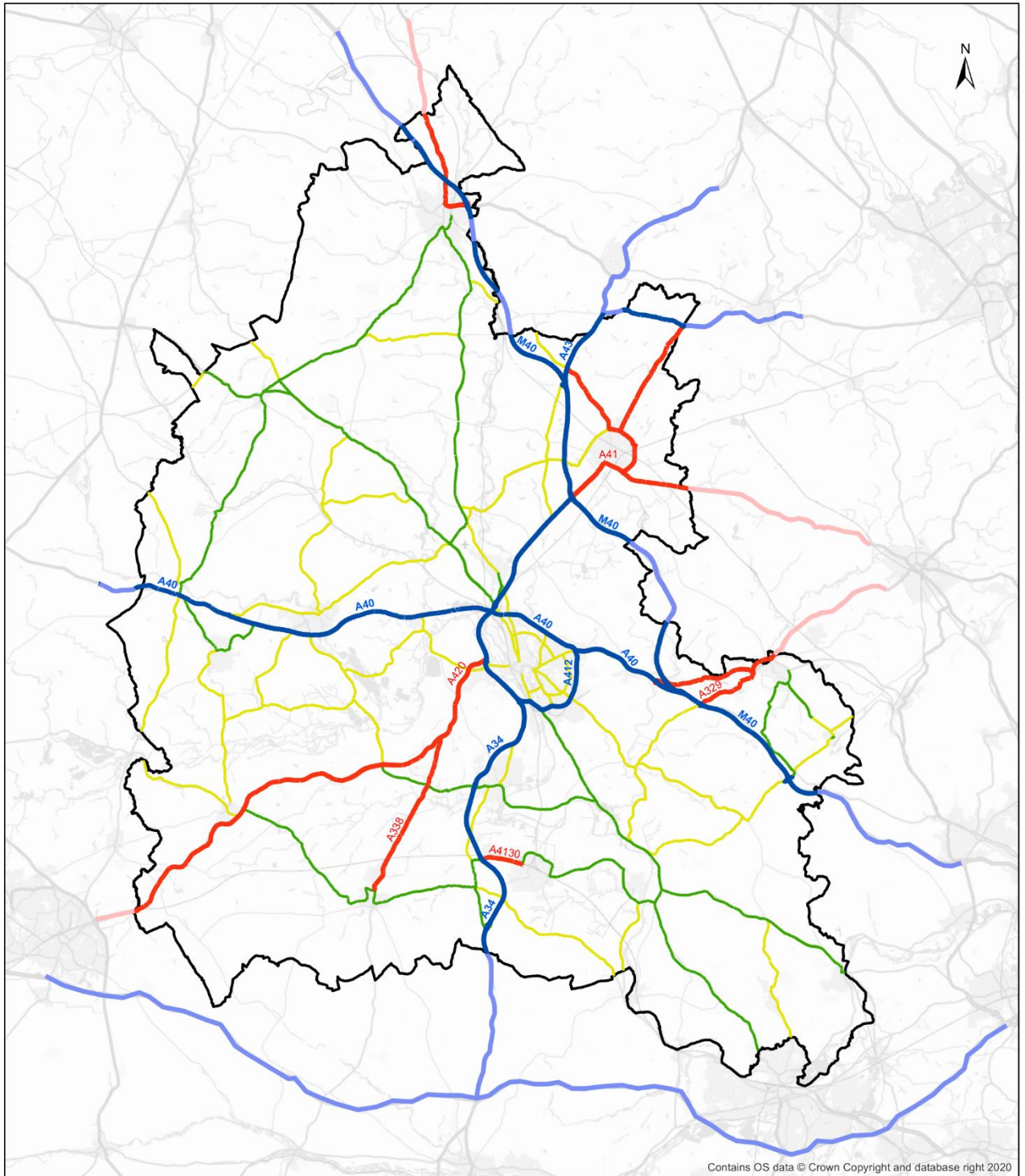


Appendix 1 – Route Class Table

Class	Definition	Characteristic	Oxfordshire Routes
Class 1: Motorway	<ul style="list-style-type: none"> • A road suitable for high speed long distance national traffic • Responsibility of National Highways (NH) 	<ul style="list-style-type: none"> • Dual carriageway with limited access and type-restricted use • No weight restrictions 	<ul style="list-style-type: none"> • M40 (SRN)
Class 2a: Strategic Primary Routes	<ul style="list-style-type: none"> • Strategic road suitable for longer-distance and inter-regional traffic • Main connections between defined primary destinations. • Responsibility of either NH or the County Council 	<ul style="list-style-type: none"> • Able to cater for high volumes of traffic • Predominantly dual carriageway • No restrictions on access or permanent weight restrictions • Presumption against at-grade pedestrian crossings • Presumption against speeds below 50 mph 	<ul style="list-style-type: none"> • A34 , A43 (SRN and HE) • A40 (M40 J8 to Witney) (MRN) • A41 (A34 to Bicester) • A44 (A40 to A4095) • A423, A4142 (Oxford S / E bypass)
Class 2b: Other Primary Routes	<ul style="list-style-type: none"> • A road suitable for longer distance and inter-regional traffic • Main connections between defined primary destinations • Responsibility of the County Council 	<ul style="list-style-type: none"> • Able to cater for high volumes of traffic • Either dual carriageway or single carriageway • No restrictions on access or permanent weight restrictions, may be some height restrictions 	<ul style="list-style-type: none"> • A40 (west of Witney) (MRN) • A41 (Bicester to Aylesbury) (MRN) • A44 (north of A4095) • A420 (west of A34) (MRN) • A422 (east of A423) (MRN) • A423 (north of A422)
Class 3a: County Principal (A) Classified Roads (major)	<ul style="list-style-type: none"> • A road suitable for important cross- and inter-county traffic but not longer-distance travel • Should be able to cater for all types of vehicles • Responsibility of the County Council 	<ul style="list-style-type: none"> • Usually good standard single carriageway • Weight restrictions may be considered where there is a suitable alternative route of the same or better standard available 	<ul style="list-style-type: none"> • A338 (Wantage to A415) • A415 • A417 • A418 (MRN) • A421 (MRN) • A4074 • A4130 • A4260 (north of A40)
Class 3b: County Principal (A) Classified Roads (minor)	<ul style="list-style-type: none"> • Road suitable for important cross- and inter-county traffic where there are relatively lower volumes of mostly local traffic • Minor A-roads would serve to link larger settlements with major A-roads and provide missing links • Responsibility of the County Council 	<ul style="list-style-type: none"> • Predominantly single carriageway; some sections might be of a lower standard • Weight restrictions can be considered where there is a suitable alternative route available 	<ul style="list-style-type: none"> • A40 (east of A418) • A329 • A338 • A361 • A420 (through Oxford) • A422 (west of Banbury) • A424 • A436 • A3400 • A4095 • A4129 • A4144 • A4155 • A4158 • A4165 • A4183 • A4185

			<ul style="list-style-type: none"> • A4260 (south of A40) • A4421
<p>Class 4: Non-principal roads (B/C Classified)</p>	<ul style="list-style-type: none"> • A road suitable for other shorter cross and inter-county movements where volumes are relatively low and no principal road is available • Responsibility of the County Council 	<ul style="list-style-type: none"> • Weight restrictions can be considered providing diversions are not excessive and do not prevent access to properties 	<ul style="list-style-type: none"> • All B, C and unclassified roads

Appendix 2 - HGV route map



Legend

- Through Routes
- Links to Larger Towns
- Links to Smaller Towns
- Local Access Routes

1:300,000

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