

TECHNICAL APPROVAL OF HIGHWAY STRUCTURES TO BD 2/12

SCHEDULE OF FEES (April 2016 to March 2017)

BD 2/12	CATEGORY	CATEGORY	CATEGORY	CATEGORY
DESIGN & CHECK	0	1	2	3
CATEGORY				
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 + £/hr
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 + £/hr
TOTAL FEE (Standards)	£ 1,286.00 + VAT	£ 1,868.00 + VAT	£ 2,353.00 + VAT	TBA + VAT
TOTAL FEE (with departures)	Not Applicable	Not Applicable	£ 3,043.00 + VAT	TBA + £/hr + VAT

The total fee (for all stages) shown above shall be paid once the category of the structure has been established, and prior to the commencement of technical approval.

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.

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EXPLANATORY NOTES

1. General Requirements

- 1.1 All highway structures require Technical Approval (TA) in accordance with the Design Manual for Roads and Bridges BD 2/12. Westminster City Council will be the Technical Approval Authority (TAA) and the scheme will be administered on their behalf by:

Desmond K K Chew
FM Conway Limited
25 Mandela Way
London
SE1 5SZ
Telephone: 020 7394 3878

Email: desmond.chew@fmconway.co.uk

- 1.2 These requirements apply to the design of all sub-structures (including those privately owned) over, under or adjacent to the public highway. The term “design” shall include the assessment, strengthening, alteration or repair of existing structures.
- 1.3 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.
- 1.4 Prior to the commencement of the relevant parts of the Works, Design and Check certificates related to the proposals shall be submitted to the Technical Approval Authority (TAA) for approval.
- 1.5 The design of temporary structures and those containing departures from established standards and criteria will be classified as either Category 2 or 3.
- 1.6 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.
- 1.7 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.
- 1.8 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.
- 1.9 Should no return correspondence be received within **two months** of this letter, we shall close your current application and assume that you no longer have a requirement for Technical Approval on this occasion.

2. Fee Levels and Payment

a) **STAGE 1 FEE LEVEL - Approval in Principle (standards)**

The Approval in Principle (AIP) is required for all sub-structures alteration proposal or redevelopment (including temporary structures), regardless of the Category level.

b) **STAGE 1B FEE LEVEL - Approval in Principle (with departures)**

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.

c) **STAGE 2 FEE LEVEL - Technical Approval**

This stage shall consist of the approval role up to and including certification.

d) **STAGE 3 FEE LEVEL - Site Inspection / Meetings**

Periodic site visits will be required throughout 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.

e) **Information required for Westminster City 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)

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

TA fee payment (by cheques) should be made payable to 'Westminster City Council' and forward the payment to FMC office for the attention of Desmond K K Chew.

WCC VAT Receipt can be provided if required.