

Advice Note on Technical Approval of Highway Structures

Information for developers and their designers

Whilst it is the owner's responsibilities to support the highways, the City of London Corporation, as the Highway Authority, has a duty to ensure that any structure, new, existing, or temporary, that spans or supports the highway is fit for purpose. Technical Approval is the means by which the City Corporation ensures that as far as reasonably practicable such structures are safe and serviceable in use and that adequate provision for inspection and maintenance has been made. It further ensures that highway users and others affected are protected from adverse effects.

Introduction

The purpose of this document is to provide guidance for developers and their designers on the Technical Approval procedure. Technical Approval entails a review of the designer's proposals by the Technical Approval Authority (TAA). The City Corporation has adopted the procedure implemented by the Highways Agency on Motorways and Trunk Roads.

How to apply for Technical Approval

Applicants must use the Technical Approval Application Form, which must be fully completed and submitted with payment of the fee deposit, before the application can be validated and processed.

The Application Form should be emailed to the [Bridges Team](#) unless the payment is made by cheque in which case a paper Application Form should be included with the cheque.

The technical requirements for the design of highways structures/ structures that span or supports the highway, shall generally comply with best practice as laid out in the relevant standards and advice notes in the Design Manual for Roads and Bridges: [Standards for Highways](#) or in accordance with EUROCODES and UK National Annexes.

Full details of the Technical Approval Procedure are given in CG 300 'Technical Approval of Highway Structures' which is contained in the Department of Transport's Design Manual for Roads and bridges: [CG 300 - Technical approval of highway structures \(formerly BD2/12\)](#)

Technical Approval process

The Technical Approval process is the same for both temporary and permanent works.

Stage 1: The designer prepares the preliminary design

Stage 2: The designer submits the Approval in Principle (AIP) to be reviewed and approved with the application form and deposit fee.

Stage 3: On receipt of approval the designer prepares the detailed design and submits Design and Check Certificates for acceptance.

Stage 4: On receipt of acceptance of the Design and Check Certificates– the Technical Approval - the works can start.

Stage 5: When the works have been completed, the designer submits a Compliance Certificate for Acceptance.

Stage 6: The issue of an accepted Compliance Certificate completes the AIP technical process.

How long the process takes to complete is dependent on the complexity of the structure, any Departures from Standards requested, the quality of the AIP submission and the designer's understanding of highway codes and practices.

The City Corporation and its consultants aim to provide an initial response within 3-4 weeks. Acceptance of the AIP can take up to 3 months but can take longer in exceptional cases.

Once the AIP has been approved, the Design and Check certificates must be submitted on completion of the Detailed Design, and the Compliance certificates submitted as soon as possible after the appropriate stage of construction has been completed. When these have been approved the Technical Approval process is complete.

The Approval in Principle is valid for 3 years. If construction has not started within 3 years you will need to reapply.

Technical Approval explained

Can the Technical Approval process be speeded up?

There are no shortcuts to the Technical Approval process but the more complete, concise and accurate the submission and the quicker you respond to queries the faster the application can be processed.

Do all structures in and around the highway need technical approval?

Potentially all structures that support or over sail the highway, with a clear span or diameter of 0.9m or greater, or in the case of retaining walls a retained height of 1.5m or above, require technical approval.

What is the procedure if the design changes after the AIP has been accepted?

If the design philosophy changes significantly you must submit a revised AIP. If the changes only have a minor impact you must submit an addendum to the AIP. The City Corporation will decide on a case by case basis which is appropriate. Early contact with the City Corporation is essential in this circumstance.

What information should be included in the application?

In addition to the AIP, the application should include a fully completed application form and should be accompanied by payment of the fee deposit. The AIP itself should be concise, complete, accurate and sufficient in detail that a qualified engineer has sufficient information to understand the principles of your proposals.

Can a support a façade retention system on the highway be used?

The City Corporation does not accept façade retention schemes that are supported on the highway.

Can a berm be used for temporary support?

Berms cannot be used as a primary means of support

Can a gantry be used over the highway?

Gantries over the highway are only accepted as a last resort and must be designed to Full vehicular impact loading to standard CS 453, EUROCODES, and UK National Annexes.

What type of vehicle restraint system is needed?

The need for/type of vehicle restraint system should be determined using the principles in CD 377. The location/ position of barriers on the highway should also be agreed with the Highway's Team.

What other requirements are necessary if the structure will be designated a City Walkway?

Structures that will be designated as a City Walkway must comply with the City of London Corporation Code of Practice for City Walkways, a copy of which can be supplied on request. Any variation from this code will be treated as a Departure from Standards.

Technical Approval fee

A deposit is required before the technical approval procedure can start to cover the costs likely to be incurred. The estimated cost of a Technical Approval is:

Items	Fee (£)
Estimated Checking Staff	3,900
Administration	100
Subtotal	4,000
Vat (20%)	800
Total	4,800

Note that the figures quoted are for guidance only; all works will be charged at current rates. If the costs increase above the deposit paid, we will provide you with a revised estimate and may seek an increased deposit. On completion of the works, if the costs incurred are greater than the deposit received, you will be invoiced for the difference, if less, you will receive a refund.

Payment methods

1. Use the online form in the application form to make a payment by debit or credit card. This is our preferred method of payment
2. BACS details are available on request from the [Bridges Team](#)
3. A cheque is payable to City of London and sent with the Technical Approval Application Form and AIP to:
District Surveyor's Department
PO Box 270
Guildhall London
EC2P 2EJ

marked for the attention of Paul Monaghan.

If you have any questions contact us via email or telephone 020 7332 1972.