

Royal Borough of Kensington and Chelsea- Technical Approval Guidance

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Introduction:

The Royal Borough of Kensington and Chelsea (RBKC), in its capacity as the highway authority, has an obligation to ensure that any structure, whether new, existing, or temporary, that spans or supports the highway is fit for its intended purpose.

This document outlines the requirements for the Technical Approval of Highway Structures and provides guidance for developers and their designers regarding the Technical Approval procedures within RBKC.

RBKC serves as the Technical Approval Authority (TAA), and all associated Technical Approval (TA) applications will be managed on behalf of RBKC by the TA Service Administrator, FM Conway Limited.

The technical approval process applies to all highway structures that require Technical Approval (TA) submission in accordance with the Design Manual for Roads and Bridges (DMRB) – The Technical Approval of Highway Structures CG 300

These requirements are applicable to the design of all substructures (including those privately owned) situated over, under, or adjacent to the public highway. The term "design" encompasses the assessment, strengthening, structural alteration, or repair of existing structures.

Guidance

Prior to the commencement of the relevant phases of the Works, Design and Check certificates pertaining to the proposed works shall be submitted to the Technical Approval Authority (TAA) for review and approval.

Comprehensive information of the Technical Approval Procedure are outlined 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.

The applicant is also required to submit a location plan indicating the footprint of the proposed structure (highlighted or hatched) in relation to the highway and surrounding areas. A scale of 1:500 or 1:1250 should be adopted as appropriate.

The technical requirements for the design of highways structures that span or support 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 associated UK National Annexes.

It should be noted that these procedures grant approval under the Highways Act only. Additional approvals may be required in accordance with other relevant legislation such as the Town and Country Planning Act and the Building Regulations Act.

Applications:

All requests should be sent to the Councils dedicated mailbox: Technicalapprovals@rbkc.gov.uk

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

Stage 1: The applicant submits the preliminary design information, including location plan and general arrangement drawing. RBKC will liaise with the service provider to confirm the applicable category for temporary and permanent works along with the resulting fee charges.

Stage 2: The applicant makes payment to RBKC. Once RBKC confirm receipt, the applicant will be issued with the application packs by the Service Provider.

Stage 3: The designer submits the Approval in Principle (AIP) for review.

Stage 4: On receipt of approval the designer prepares the detailed design and submits design and check certificates for acceptance.

Stage 5: On receipt of acceptance of the Design and Check Certificates– the Technical Approval - the works can start.

Stage 6: When the works have been completed, the designer submits a compliance certificate for acceptance.

Stage 7: The issue of an accepted compliance certificate completes the AIP technical process.

Fee Levels:

STAGE 1 FEE LEVEL - Approval in Principle (standards)

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

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.

STAGE 2 FEE LEVEL - Technical Approval

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

STAGE 3 FEE LEVEL - Site Inspection / Meetings / Liaison / Administration

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.

The design of temporary structures and those containing departures from established standards and criteria will be classified as either Category 2 or 3.

Application Duration:

Kensington and Chelsea, along with its consultants, aims to provide an initial response within 3-4 weeks, depending primarily on the complexity of the structure being assessed. The Acceptance of the Approval in Principle (AIP) may take between 8-12 weeks, with possible extensions in exceptional cases. The duration of this process is influenced by factors such as the quality of the AIP submission and the designer's familiarity with highway codes and practices.

Once the AIP is approved, the Design and Check certificates must be submitted upon completion of the detailed design, and the Compliance Certificates should be submitted as soon as possible after the relevant stage of construction is finished. After these are approved, the Technical Approval process will be considered complete.

The Approval in Principle remains valid for 3 years. If construction has not commenced within this period, a new application will be required.

Explanatory Notes:

- ❖ The 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, structural alteration or repair of existing structures.
- ❖ Generally, all structures should be designed to 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.
- ❖ The design of temporary structures and those containing departures from established standards and criteria will be classified as either Category 2 or 3.
- ❖ Construction should not commence until the TAA has signed the Design and Check Certificate(s)
- ❖ A construction compliance certificate shall be provided for each structure subject to Technical Approval.
- ❖ Load Assessment: A load assessment must be conducted for existing structures that will be retained and incorporated into the building without modification.
- ❖ Risk of Commencement Prior to Approval: Initiating works before receiving technical approval (acceptance of Design and Check Certificates) is at the developer's own risk. Such works may be subject to modifications to meet Royal Borough of Kensington and Chelsea’s requirements, potentially leading to additional costs and delays in the project schedule.
- ❖ The structural design and checking procedure shall be carried out by professional qualified engineers with chartered membership status CEng MICE, CEng MIStructE, CEng MIEI, FICE or FIStructE from the respective Institutions of Civil Engineers (ICE), Institution of Structural Engineers (IStructE) or Institution of Engineers Ireland (IEI); familiar with highway structures, who will specify the proposed documents to be adopted.
- ❖ If the design changes after the acceptance of the Approval in Principle (AIP), the procedure typically depends on the extent of the changes made:
 - Significant Changes in Design Philosophy: Revised AIP Submission: If the design changes are substantial and involve a major shift in the design philosophy or approach, you will need to submit a revised AIP.
 - Minor Changes with Limited Impact: Addendum to the AIP: If the changes are relatively minor and do not drastically alter the original design philosophy, you are typically required to submit an addendum to the original AIP. This addendum will outline the changes made, how they impact the project, and any updates to the technical aspects.
- ❖ Reviews will not commence until fees are paid in full.

- ❖ Where applicants take longer than six months to close out AIP submissions, Kensington and Chelsea Council reserves the right to charge additional fees and restart the submission process.
- ❖ 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.
- ❖ Should no return correspondence be received within two months of the initial letter, we shall close your current application and assume that you no longer have a requirement for Technical Approval on this occasion.