

Clause Change Summary: 2.0.0.0 compared to 2.1.0.0

Key to mark-up used below:

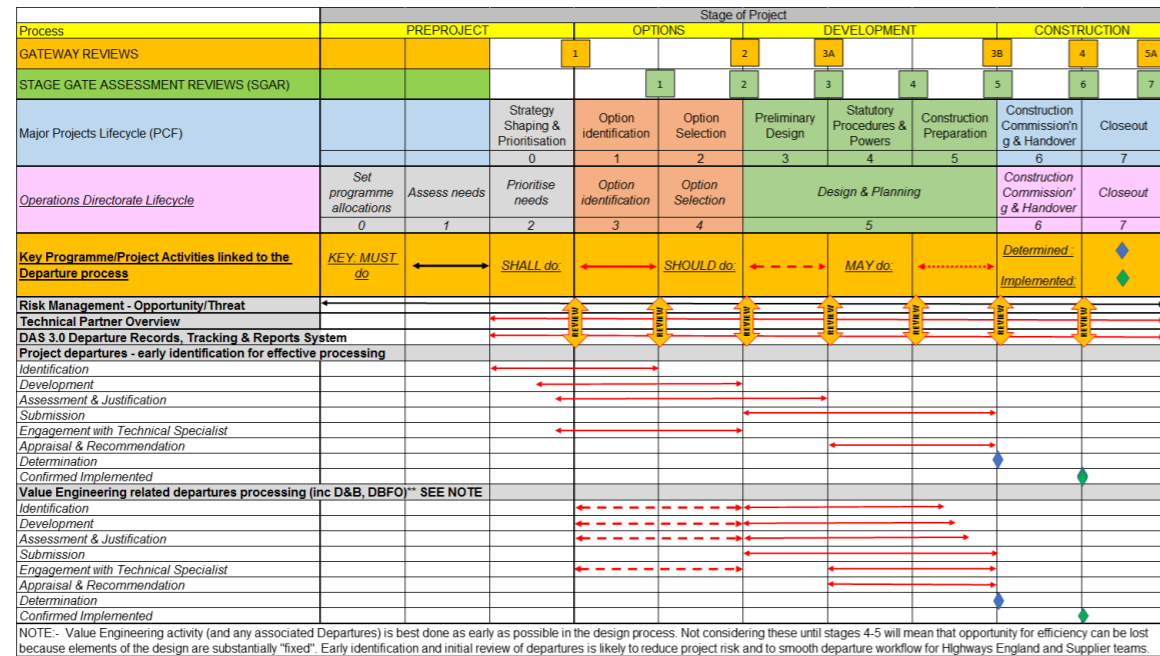
New text~~Removed text~~

Re-ordered text

Old index	Old clause	New index	New clause
Foreword			
Heading Publishing information			
	This document is published by National Highways.		This document is published by National Highways. <u>by National Highways.</u>
	This document supersedes the following documents, which are withdrawn: 1) Departures Manual Rev 1		This document supersedes the following documents, which are withdrawn: 1) Departures Manual Rev 1 <u>Departures Manual Revision 2</u>
Introduction			
Heading Background			
Sub Heading	<u>Developments in National Highway's standards</u>	Sub Heading	<u>Developments in National HighwayHighways's standards</u>
	Through Annex C of the 'Highways England Framework document', agreed with Department for Transport (DfT) in April 2015, National Highways undertook to review and update the DMRB. The DMRB refresh embraced the principles of "Specifying Successful Standards" and reinforced the distinction between: 1) statutory requirements 2) national requirements of the overseeing organisation 3) advice		Through Annex C of the 'Highways England Framework document', agreed with Department for Transport (DfT) in April 2015, National Highways undertook to review and update the DMRB. The DMRB refresh embraced the principles of "Specifying Successful Standards" and reinforced the distinction between: 1) statutory requirements 2) national requirements of the overseeing organisation 3) advice
Heading Departures			
Sub Heading	<u>Identification, criticality assessment and progression of departures</u>	Sub Heading	<u>Identification, Handling criticality of assessmentdepartures and in progressionthe context of departuresthe project life cycle</u>

Figure 1 shows the intended programming of departures in the context of scheme life cycle, and the importance of identifying and categorising critical departures as soon as possible to ensure early and timely engagement with Technical Specialist. Sections 3 and 4 provides descriptors of the six departure criticality levels and relates these to their idealised progression in the scheme life cycle.

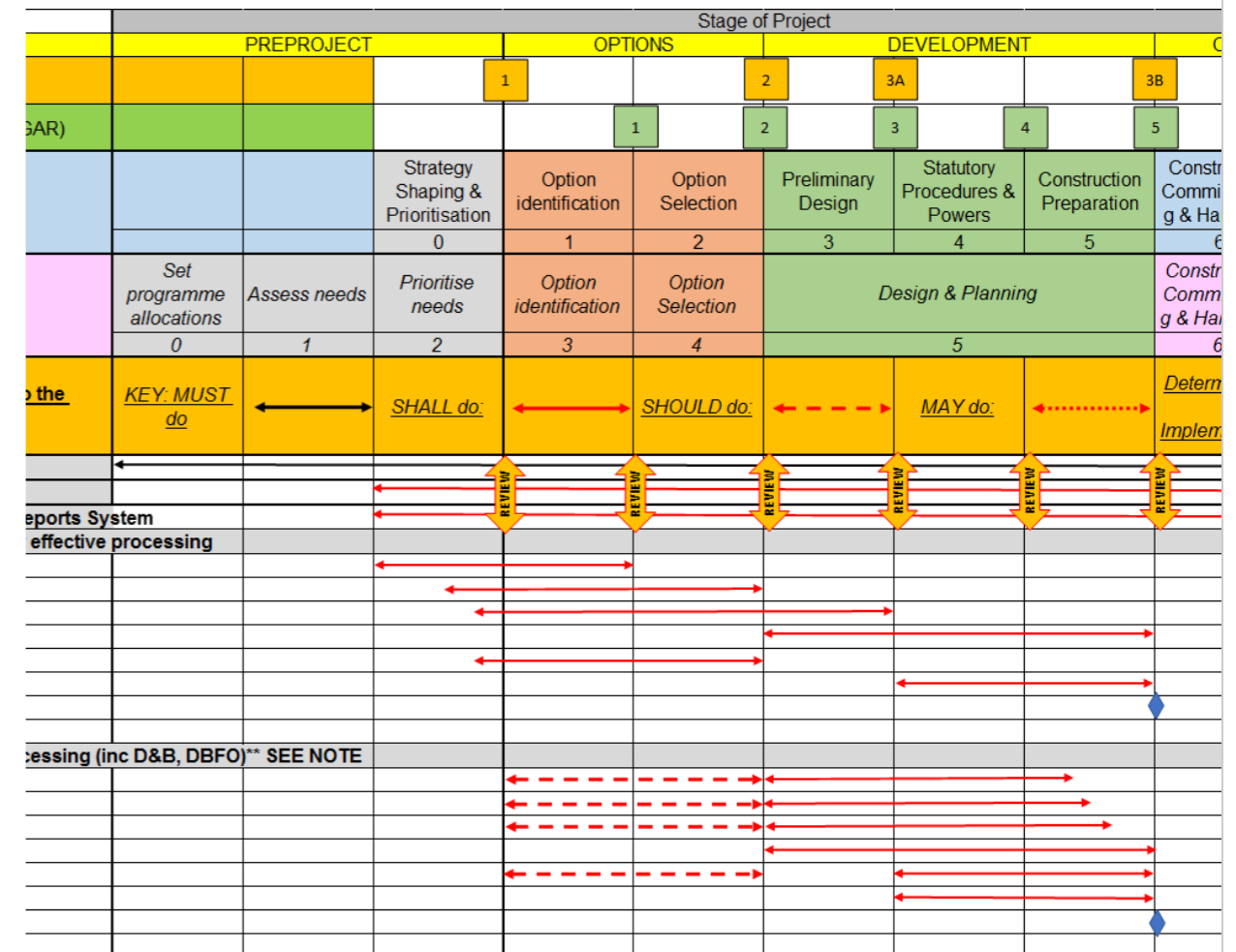
Figure 1 - Programming of departures in the context of the project lifecycle



Alt text:

Figure

Departures in the context of the project lifecycle



associated Departures) is best done as early as possible in the design process. Not considering these until stages 4-5 will mean that opportunity for efficiency can be lost because elements of the design are substantially "fixed". Early identification and initial review of departures is likely to reduce project risk and to smooth departure workflow for Highways England and Supplier teams.

It is important to identify, programme and categorise departures as soon as possible within the scheme life cycle, and the importance of timely identification and categorisation of critical departures as soon as possible to ensure early and timely engagement with Technical Specialist. Sections 3 and 4 provides descriptors of the six departure criticality levels and relates these to their idealised overall progression in the scheme life cycle.

Heading **This Manual**

Sub Heading **The structure, content and intended audience of the Departures Manual**

Different parts of the manual are applicable to roles of

- 1) Designer
- 2) Proposer
- 3) Project Manager/Project Sponsor
- 4) Specialist Submission Point
- 5) Technical Specialist
- 6) Authorising Signatory

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- 1) Designer
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Abbreviations and symbols

Abbreviations

Abbreviation	Definition
AMOR	Asset Maintenance and Operational Requirements
ASC	Asset Support Contractor
AD	Asset Delivery
D&B	Design and Build
DAS	Departure Approval System
DBFO	Design, Build, Finance and Operate
DMRB	Design Manual for Roads and Bridges
IAN	Interim Advice Note
LHA	Local Highway Authority
MAC	Managing Agent Contractor
MCHW	Manual of Contract Documents for Highway Works
NMM	Network Management Manual
OD	Operations Directorate
RWSC	National Highway's 'Routine & Winter Service Code'.
SCRG	Safety Control Review Group
SES	Safety Engineering and Standards directorate
SSP	Specialist Submission Point
TAGG	Technical Assurance and Governance Group
TMMM	Technology Management and Maintenance Manual

Abbreviations

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AMOR	Asset Maintenance and Operational Requirements
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MCHW	Manual of Contract Documents for Highway Works
NMM	Network Management Manual
OD	Operations Directorate
RWSC	National Highway Highways's 'Routine & Winter Service Code'.
SCRG	Safety Control Review Group
SES	Safety Engineering and Standards directorate
SSP	Specialist Submission Point
TAGG	Technical Assurance and Governance Group
TMMM	Technology Management and Maintenance Manual

1. Scope

Heading **Aspects covered**

<p>1.4 A departure application shall be made in the following circumstances:</p> <ol style="list-style-type: none"> 1) a non-standard existing feature is to be retained; 2) due to the layout or other features of the site, a requirement cannot be satisfied; 3) a value engineering exercise has identified significant scheme or life cycle benefits can be achieved using a design that does not comply with requirements; 4) use of a novel technology or method for which there are no requirements; 5) an aspect not covered by requirements is identified, or; 6) a non-compliance with requirements is identified and cannot be rectified. 	<p>1.4 A departure application shall be made in <u>accordance with</u> the following circumstances<u>documents</u>:</p> <ol style="list-style-type: none"> 1) a<u>GG non-standard</u>101 existing<u>Section feature 2</u> is<u>defines when departures from DMRB documents are</u> to be retained<u>submitted, and</u>; 2) due to the layout or other features of the site, a requirement cannot be satisfied; 3) a value engineering exercise has identified significant scheme or life cycle benefits can be achieved using a design that does not comply with requirements; 4) use of a novel technology or method for which there are no requirements; 5) an aspect not covered by requirements is identified, or; 6) a non-compliance with requirements is identified and cannot be rectified. 7) <u>Series NG 000 defines when departures from MCHW documents are to be submitted.</u>
<p>1.4.1 If the design organisation is unsure if a departure is required, the Technical Specialist should be consulted.</p>	<p>1.4.1 <u>The nature of the proposed work may inform whether a departure application is required, i.e. the retention of a non-standard feature as part of maintenance work.</u> If the design organisation is unsure if a departure is required, the Technical Specialist should be consulted.</p>
<p>New</p>	<p>(1.4.1) NOTE <u>In general, a departure application may be applicable in the following circumstances:</u></p> <ol style="list-style-type: none"> 1) <u>a non-standard existing feature is to be retained;</u> 2) <u>due to the layout or other features of the site, a requirement cannot be satisfied;</u> 3) <u>a value engineering exercise has identified significant scheme or life cycle benefits can be achieved using a design that does not comply with requirements;</u> 4) <u>use of a novel technology or method for which there are no requirements;</u> 5) <u>an aspect not covered by requirements is identified, or;</u> 6) <u>a non-compliance with requirements is identified and cannot be rectified.</u>
<p>Heading Aspects not covered by requirements</p>	
<p>1.9.1 Where an aspect not covered by requirements is identified, the principles of any current, authoritative and relevant design guidance (for example as published by a professional institution) should be used as the basis for design.</p>	<p>1.9.1 Where an aspect not covered by requirements is identified, the principles of any current, authoritative and relevant design guidance (for example as published by a professional institution) should be used as the basis for design.</p>
<p>Heading Incorporation of non-compliant works that do not have an approved departure application</p>	<p>Heading Incorporation<u>Identification</u> of non-compliant works that do not have an approved departure application</p>
<p>1.10 The Project Manager shall be promptly notified if a feature incorporated into the works has been identified as:</p> <ol style="list-style-type: none"> 1) not complying with the requirements, and 2) not in accordance with an approved departure. 	<p>1.10 The</p> <ol style="list-style-type: none"> 1) not complying with the requirements, and 2) not in accordance with an approved departure. <p><u>Where Projecta Managerscheme shallhas bediscovered promptlyworks notifiedthat ifhave abeen featureundertaken incorporatedthat intoare not in accordance with the worksrequirements hasof beenthe identifiedDMRB, as:MCHW, or the requirements of an approved departure, the Project Manager shall be promptly notified.</u></p>

1.11	The organisation that would have been responsible for submitting the necessary departure application shall propose measures to address the non-compliance. Only once all other alternative options have been exhausted, an application for a retrospective departure may be submitted.	1.11	The <u>In accordance with GG 101, the</u> organisation that would have been responsible for submitting the necessary departure application shall propose measures to address the non-compliance. Only once all other alternative options have been exhausted, an application for a retrospective departure may be submitted.
	<i>New</i>	1.11.1	<u>Only once all other alternative options have been exhausted, an application for a retrospective departure may be submitted.</u>
1.12	When submitting a retrospective departure the design organisation shall provide proof of all alternative options considered as reviewed with the NH Project Manager.	1.12	When submitting a retrospective departure the design organisation shall provide proof of all alternative options considered as reviewed with the NH Project Manager.
(1.13) NOTE	<i>A retrospective departure application can be rejected even if the works have been completed, in which case National Highways can require the constructor to rectify the works at their own cost.</i>	(1.13) NOTE	<i>A retrospective departure application can be rejected even if the works have been completed, incorporated. <u>in</u> in <u>which this case scenario.</u> National Highways can require the constructor <u>Project to Manager rectify is the responsible works for</u> at establishing their <u>an own agreed cost resolution.</u></i>
2. Roles			
Heading Major Projects and Operations Directorate			
Sub Heading Project Manager			
2.7.1	The Project Manager role may be undertaken by a scheme's Project Manager, Project Sponsor or a delegate, as agreed on a scheme basis.	2.7.1	The Project Manager role may be undertaken by a scheme's Project Manager, Project Sponsor or a delegate, as agreed on a scheme basis.
3. Process overview			
Heading General			

3.1 The process for handling departures outlined in Table 3.1 and Figure 3.1a and 3.1b shall be followed.

Table 3.1 Intent of the phases of the departure process

Phase	Intent
1 - Identification	Departure is identified and recorded early in the scheme life cycle to support scheme risk management and resource planning.
2 - Early development	Departure is given an early assessment to better understand its criticality to the scheme and acceptability to the business. Supports scheme risk management. Designer and Project Manager agree if provisional agreement will be sought as part of risk management approach.
3 - Application preparation	Departure is fully assessed for benefits, risks and impacts across the asset life cycle and to record a full technical justification. Robust guidance on the content of departure applications and liaison between the Designer and Technical Specialist mitigates over- or under-developed applications that result in wasted effort by all parties. The Proposer reviews the application to ensure that the application is error free and fully justified. The Project Manager reviews and supports the application.
4 - Administrative check	Departure is checked to avoid incomplete applications being passed to a Technical Specialist for appraisal.
5 - Allocate Technical Specialist	An appropriate Technical Specialist is identified by the SSP to conduct the appraisal. To promote continuity, this should be the same person who has been engaged in phases 2 and 3. Based on the complexity of the departure an appropriate Authorising Signatory is identified by the SSP to authorise the recommendation in phase 7.
6 - Technical Appraisal	The application is appraised to confirm it presents: 1) a justification demonstrating that the proposal is technically robust, addresses the needs of stakeholders and includes appropriate monitoring post-implementation when required; and 2) a benefits, impacts and risks assessment that demonstrates that the benefits outweigh the dis-benefits and that impacts and risks have been mitigated. A recommendation is made by the Authorising Signatory to the Project Manager as to what the determination should be.
7 - Determination	The Project Manager determines the outcome of the application and informs the Designer whether it is: 1) approved; 2) approved with conditions; or, 3) rejected.
8 - Post-Determination	The Project Manager records whether the departure has been incorporated into the scheme or not. For departures that were Approved with Conditions, the Project Manager shall seek assurances and record that these conditions have been met. The Project Manager also records the realised cost benefit and

3.1 The process for handling departures outlined in Table 3.1 and Figure 3.1a and 3.1b shall be followed.

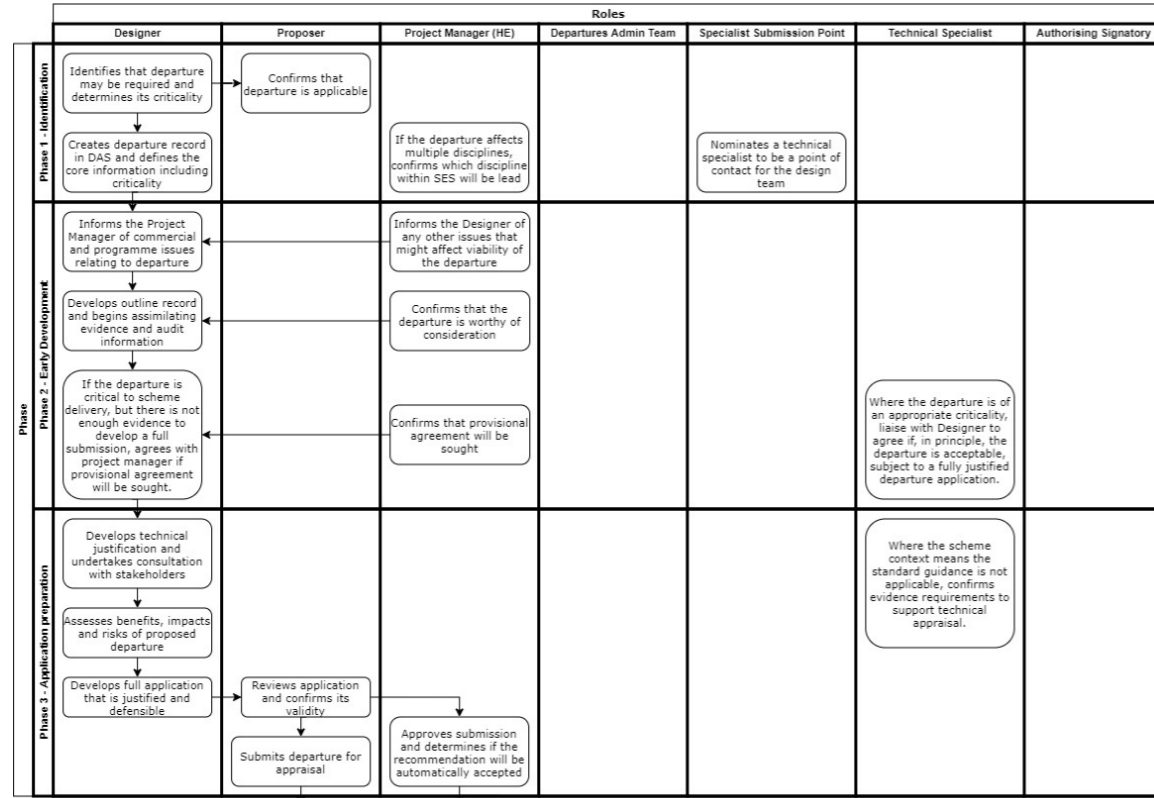
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7 - Determination	The Project Manager determines the outcome of the application and informs the Designer whether it is: 1) approved; 2) approved with conditions; or, 3) rejected.
8 - Post-Determination	The Project Manager records whether the departure has been incorporated into the scheme or not. For departures that were Approved with Conditions, the Project Manager shall seek assurances and record that these conditions have been met. The Project Manager also records the realised cost benefit and

updates the confidential status of the departure

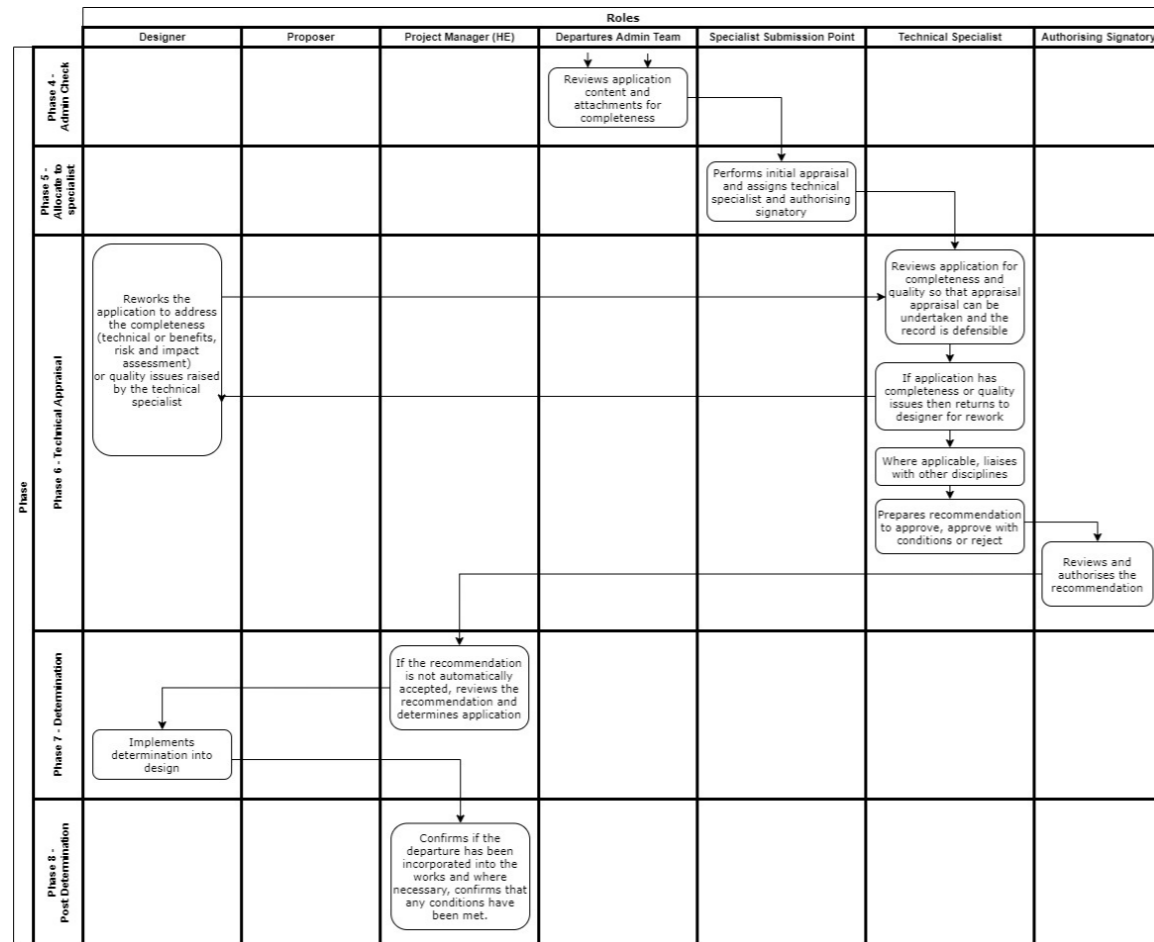
updates the confidential status of the departure

Figure 3.1a Overview of departures process phase 1 - 3



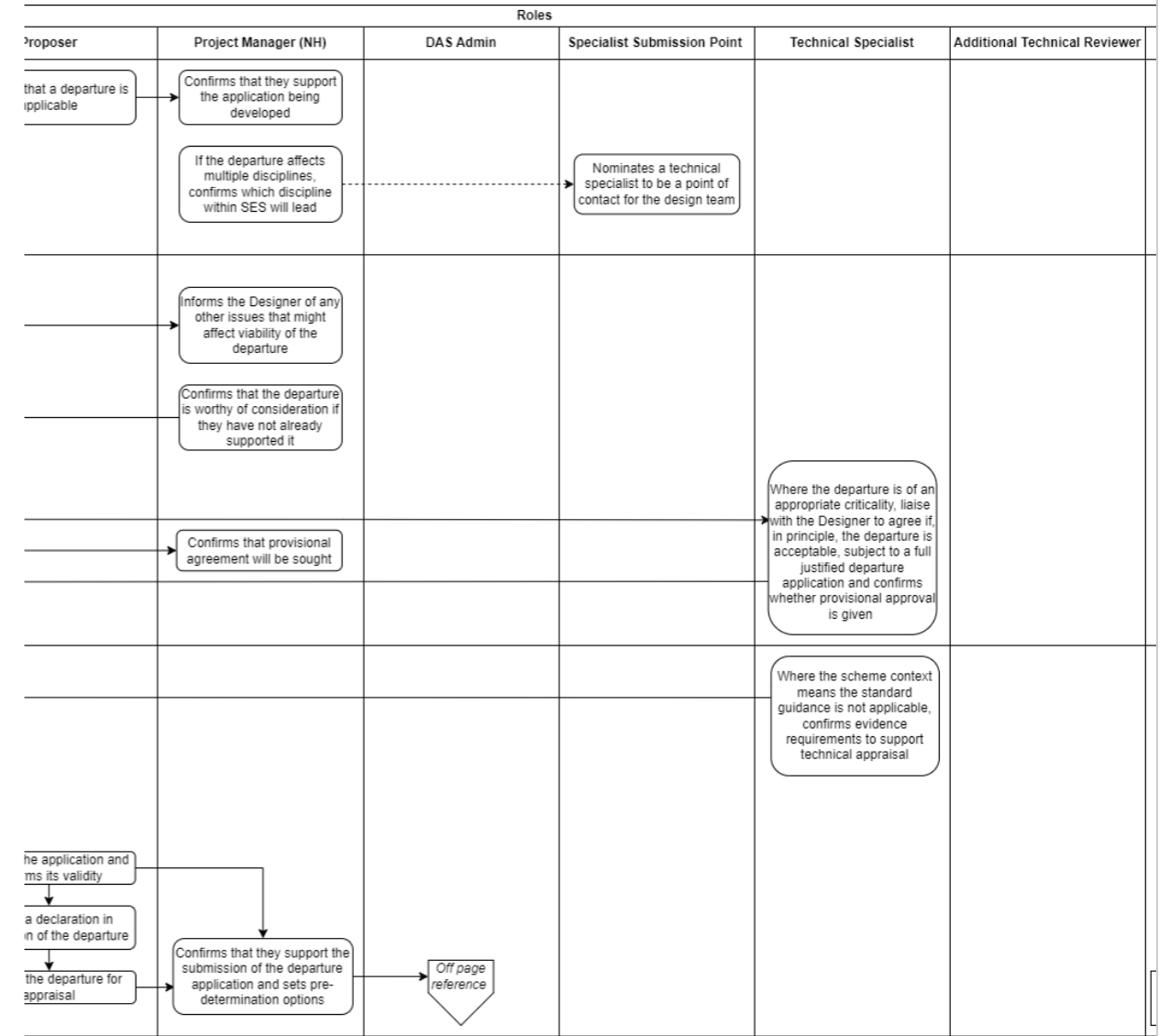
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Figure 3.1b Overview of departures process phase 4 - 8

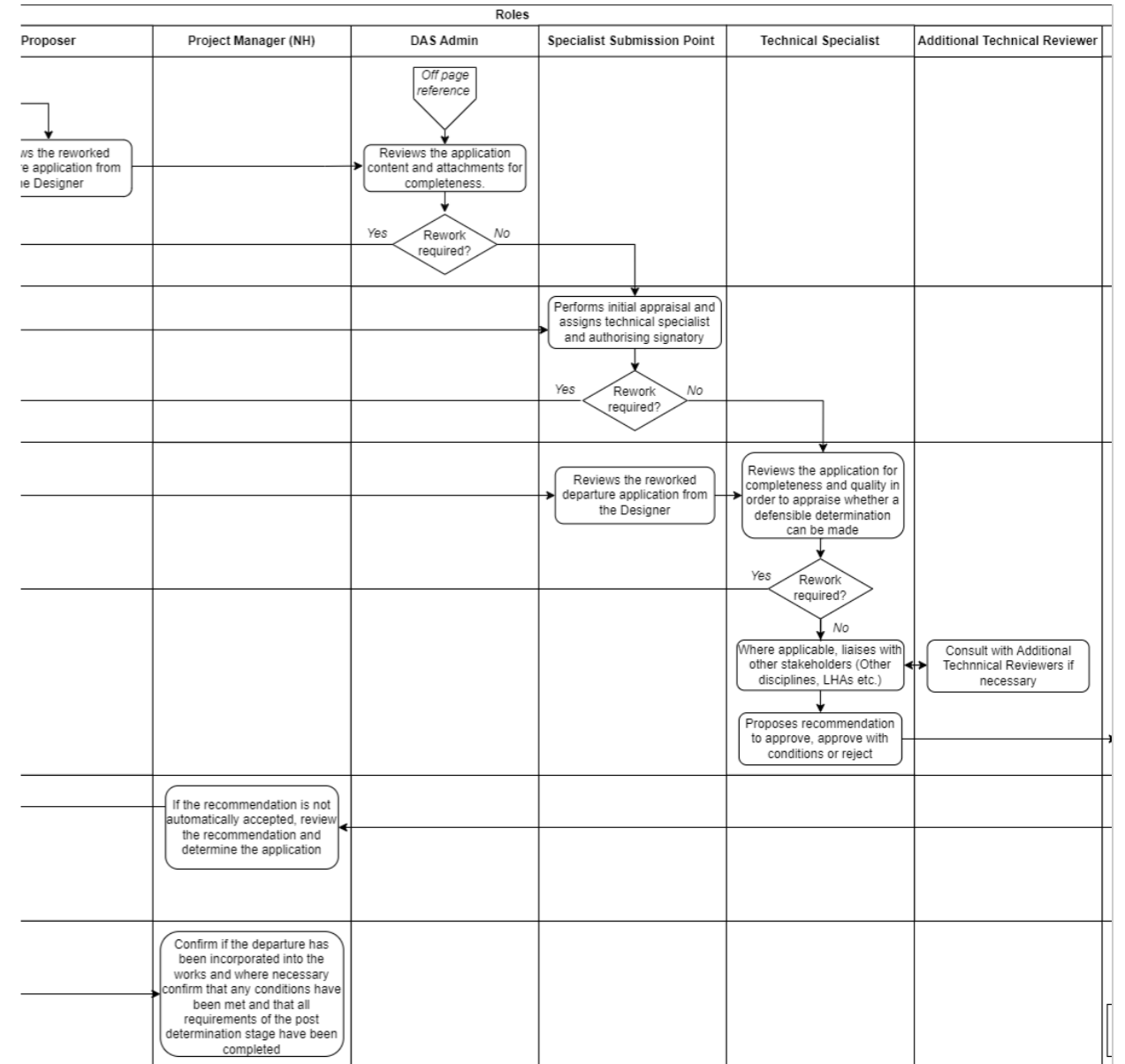


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ures process phase 1 - 3



ures process phase 4 - 8



Heading **Phase 3 – Departure application preparation**

Sub Heading **Project Manager review**

3.24 The Project Manager shall liaise with the Operations Liaison Officer (OD Senior User) in accordance with the Departure Manual (i.e. paragraphs 3.11 (2), 5.9, 5.9.1 (6), 5.9.3, 5.10, 5.32 to 5.32.1 inclusive and 6.8) before the Departure is supported by the Project Manager.

3.24 ~~The~~For departure applications submitted as part of a Major Projects scheme, the ~~NH~~ Project Manager shall liaise with the Operations Liaison Officer (~~OD Senior User~~) in accordance with the Departure Manual (i.e. paragraphs 3.11 (2), 5.9, 5.9.1 (6), 5.9.3, 5.10, 5.32 to 5.32.1 inclusive and 6.8) before the Departure is supported by the Project Manager.

<p><i>New</i></p>	3.25	<p><u>For departure applications submitted as part of a Major Projects scheme, the NH Project Manager shall liaise with NH Commercial & Procurement in the event that a departure may impact any live procurement and/or live contract or contractual agreement with a third party/supplier. This includes, but not limited to establishing if the departure may impact the Contract Value and establishing if there would be any wider implications. In the event a formal change is required to the live Procurement Documentation and/or a live Contract, the Project Manager shall work with NH Commercial & Procurement to enact the formal change, in line with the due process as outlined in the Tender Documentation or Contract Document.</u></p>
<p>3.24.1 As part of their appraisal, the Project Manager has the option of automatically accepting the Authorising Signatory's recommendation or if they would like to determine the departure themselves.</p>	3.25.1	<p>As part of their appraisal, the Project Manager has the option of automatically accepting the Authorising Signatory's recommendation or if they would like to determine the departure themselves. <u>Further guidance on such 'pre-determination' by the Project Manager is given in Section 6.</u></p>
<p>(3.24.1) NOTE <i>Further guidance on pre-determination by the Project Manager is given in Section 6.</i></p>		<p><i>Further guidance on pre-determination by the Project Manager is given in Section 6.</i></p>
<p>4. Timely handling of departures</p>		
<p>Heading De-risking schemes through timely handling of departures</p>		

4.3.1 Figure 4.3.1 indicates how each category of departure should be handled at each project stage.

Figure 4.3.1 Indication of how departures should be handled to manage project risks

Process	Stage of Project									
	PREPROJECT		OPTIONS		DEVELOPMENT			CONSTRUCTION		
GATEWAY REVIEWS			1		2	3A		3B	4	5A
STAGE GATE ASSESSMENT REVIEWS (SGAR)			1	2	3	4	5	6	7	
Major Projects Lifecycle		Strategy Shaping & Prioritisation	Option Identification	Option Selection	Preliminary Design	Statutory Procedures & Powers	Construction Preparation	Construction Commissioning and Handover	Closeout	
Operations Directorate Lifecycle	Set programme allocations	Assess needs	Prioritise needs	Option Identification	Option Selection	Design & Planning		Construction Commissioning and Handover	Closeout	
Departure Category - based on Criticality										
5	Departures that are fundamental to the viability of the scheme		Managed	Managed	Determined	Determined	Determined	Determined	Determined	Determined
4	Departures that are fundamental to the selection of options for the scheme by virtue of their impact on one or more disciplines		Identified	Managed	Determined	Determined	Determined	Determined	Determined	Determined
3	Departures that are fundamental to the delivery of commitments made through consultation, having considered all disciplines			Identified	Managed	Managed	Determined	Determined	Determined	Determined
2	Departures that do not have material impact on the consulted design of one or more disciplines as prepared for progression			Identified	Identified	Managed	Managed	Determined	Determined	Determined
1	Departures that have the potential to have an effect on detailed design development of one or more disciplines but which can be managed by value engineering in stages 5-7			Identified	Identified	Identified	Managed	Determined	Determined	Determined
0	Departures that relate to non-compliant features incorporated into the works that do not have an approved departure application.							Determined	Determined	

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4.3.1 Figure 4.3.1 indicates how each category of departure should be handled at each project stage.

Departures should be handled to manage project risks

	Stage of Project									
	PRE-PROJECT		OPTIONS		DEVELOPMENT					
			1		2	3A		3B		
			1	2	3	4	5			
			Strategy Shaping & Prioritisation	Option Identification	Option Selection	Preliminary Design	Statutory Procedures & Powers	Construction Preparation	Construction Commissioning & Handover	
			0	1	2	3	4	5		
	Set Programme Allocations	Assess Needs	Prioritise Needs	Option Identification	Option Selection	Design & Planning			Construction Commissioning & Handover	
	0	1	2	3	4	5				
ability of the			Managed	Managed	Determined	Determined	Determined	Determined	Determined	
selection of impact on one			Identified	Managed	Determined	Determined	Determined	Determined	Determined	
delivery of work, having				Identified	Managed	Managed	Determined	Determined	Determined	
impact on the scheme as prepared				Identified	Identified	Managed	Managed	Determined	Determined	
have an effect on other disciplines arising in stages				Identified	Identified	Identified	Managed	Determined	Determined	
features that have an impact									Determined	

5. Preparing a departure application

Heading Assessing a departure

Sub Heading Stakeholders

5.9.1 Stakeholder consultation may include the following groups:

- 1) Project Management
- 2) SES Technical Specialists
- 3) Design - Other design disciplines, Principal Designer
- 4) Construction - Principal Contractor, specialist suppliers
- 5) Maintenance - Maintenance organisation (MAC, ASC, ALDM, etc)
- 6) Operation - Operations Liaison Officer, Traffic Officer Service, Emergency Services, National Traffic Control Centre, Regional Control Centres

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- 1) Project Management
- 2) SES Technical Specialists
- 3) Design - Other design disciplines, Principal Designer
- 4) Construction - Principal Contractor, specialist suppliers
- 5) Maintenance - Maintenance organisation (MAC, ASC, ALDM, etc)
- 6) Operation - Operations Liaison Officer, Traffic Officer Service, Emergency Services, National Traffic Control Centre, Regional Control Centres
- 7) **NH Commercial & Procurement**

<p>5.10 Off line consultations between Project Manager and OD liaison officer shall be undertaken to; assess any long term maintenance issues, raise any suggestions to improve the proposal and to have an overall review of the submission. Evidence of this liaison should also be attached to DAS.</p>	<p>5.10 Off to; assess any long term maintenance issues, raise any suggestions to improve the proposal and to have an overall review of the submission. Evidence of this liaison should also be attached to DAS. <u>For line departure consultations applications between submitted as part of a Major Projects scheme, the NH Project Manager shall liaise with the Operations Liaison Officer outside of the departure process workflow to: assess any long term maintenance issues; raise any suggestions to improve the proposal; and OD to have an overall review of the submission. Evidence of this liaison officer shall also be undertaken attached to DAS.</u></p>
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6. Project governance for departures

Heading **Pre-submission review**

<p>6.8 The Project Manager shall liaise with the Operations Liaison Officer (OD Senior User) in accordance with the Departure Manual i.e. paragraphs 3.11 (2), 3.24, 5.9, 5.9.1 (6), 5.9.3, 5.10 and 5.32 to 5.32.1 inclusive before the Departure is supported by the Project Manager.</p>	<p>6.8 The <u>For departure applications submitted as part of a Major Projects scheme, the NH Project Manager shall liaise with the Operations Liaison Officer (OD Senior User)</u> in accordance with the Departure Manual i.e. paragraphs 3.11 (2), 3.24, 5.9, 5.9.1 (6), 5.9.3, 5.10 and 5.32 to 5.32.1 inclusive before the Departure is supported by the Project Manager.</p>
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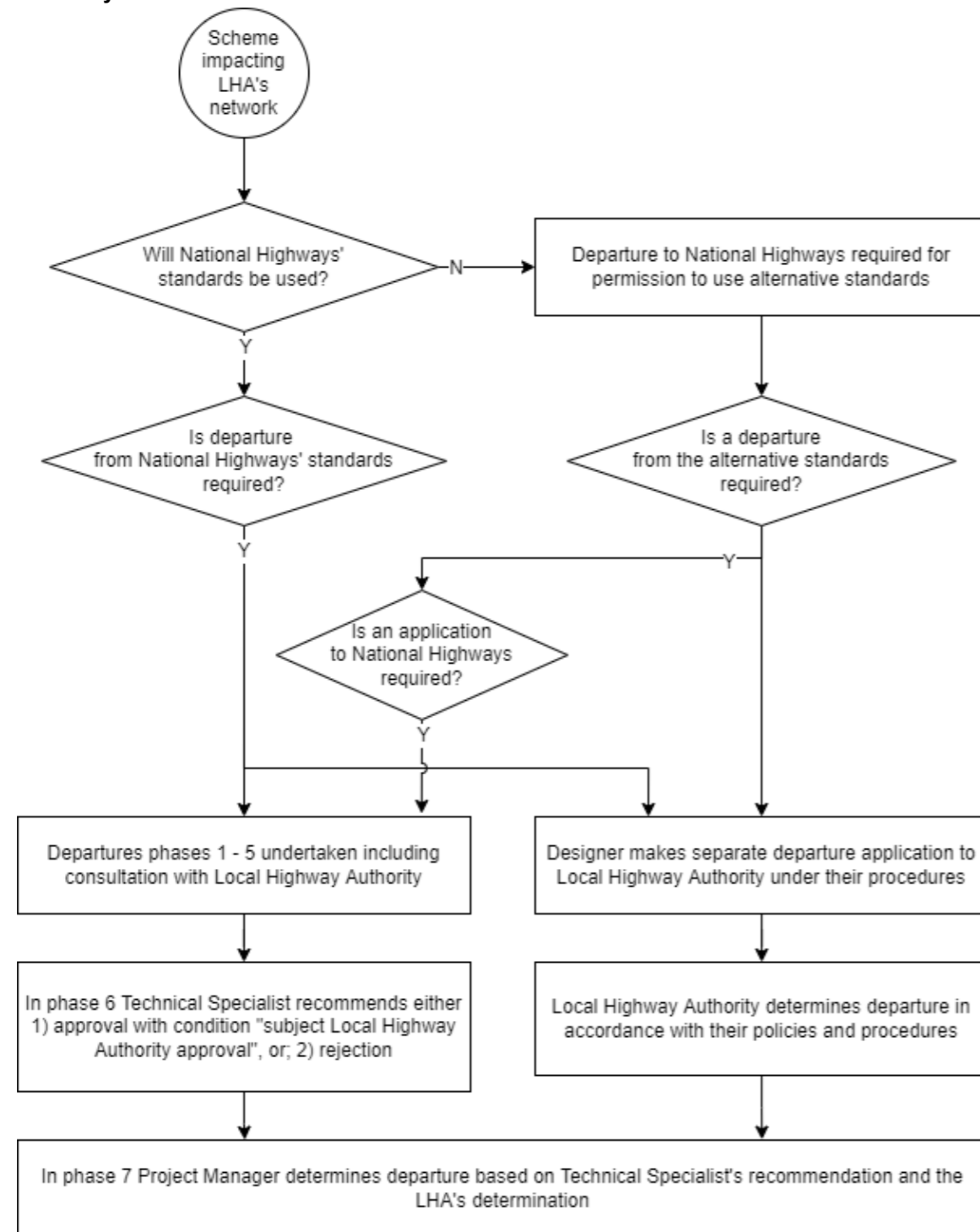
9. Guidance for specific circumstances

Heading **Interaction with local roads on works promoted by National Highways**

9.19

Where a scheme impact's a Local Highway Authority's (LHA) network, for that part of the works the modified departures process given in Figure 9.19 shall apply.

Figure 9.19 Modified departures process for schemes that impact a Local Highway Authority's network



Alt text: Image of a process flow outlining the modified departures process for schemes that impact Local Highway Authority's network.

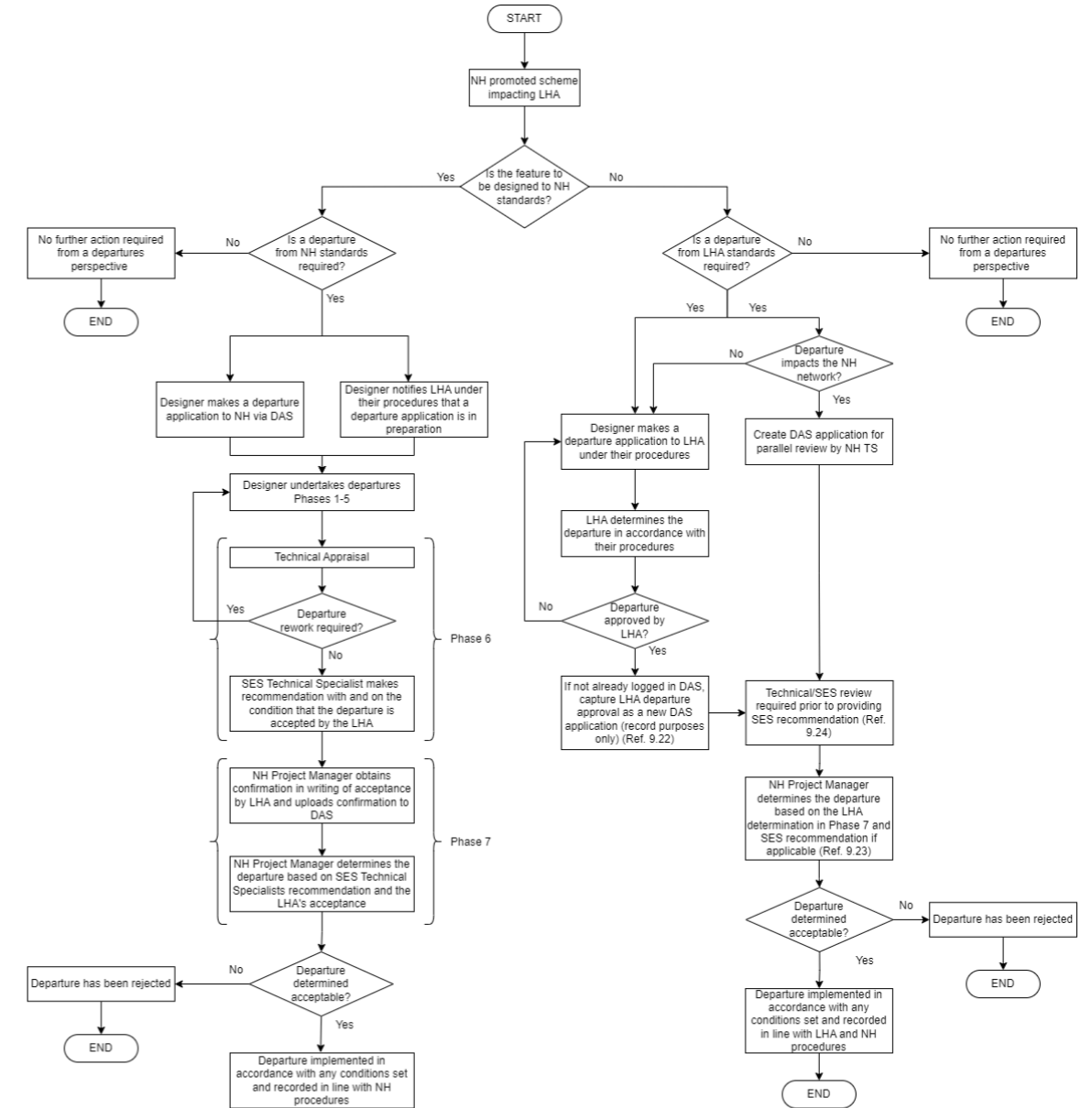
9.19

Where a scheme impact's a Local Highway Authority's (LHA) network, for that part of the works the modified departures process given in Figure 9.19 shall apply.

9.20 Where works that will subsequently be adopted by a LHA are to be carried out by National Highways, the standards to be used shall be agreed between National Highways and the adopting authority.

9.20 Where works are carried out by National Highways that will subsequently be adopted by a LHA, ~~are and to that be may carried have out an~~ impact on the National Highways Strategic Road Network, the standards to be used on that highway shall be agreed referred between to the National Highways Technical Specialist for consideration and recommendation before being agreed in writing between the adopting LHA authority and National Highways.

Figure 9.20 Modified departures process for schemes that impact a Local Highway Authority's network



Alt text: Image of a process flow outlining the modified departures process for schemes that impact Local Highway Authority's network.

(9.20) NOTE *The final decision for the standards that will be used on a local road is likely to belong to authority that will adopt the road.*

~~*The final decision for the standards that will be used on a local road is likely to belong to authority that will adopt the road.*~~

<p>9.21 Where a departure on a scheme promoted by National Highways has an impact on a local road, either temporarily or permanently, a separate departure application shall be determined by the LHA prior to the Project Manager determining the application that is made to National Highways.</p>	<p>9.21 WhereFor a departure onfrom a schemeLHA promotedstandard, bya Nationalpermanent Highwaysrecord hasof anthe impactLHA ondeparture aagreement localshall road,be eitherstored temporarilyas or permanently,a separatestandalone departure applicationwithin shallDAS. beThe determinedform byof thethis LHAdeparture priorrecord toshall depend on the Projectassessed Managerimpact determiningof the applicationdeparture thatby isthe madeDesigner. to National Highways.</p>
<p>(9.21) NOTE LHA processes for determining departure applications are not always fully formalised, but that does not preclude them from assessing whether they are content with the safety of the design of a National Highways-promoted scheme and conveying their approval (or otherwise) in writing.</p>	<p>LHA processes for determining departure applications are not always fully formalised, but that does not preclude them from assessing whether they are content with the safety of the design of a National Highways-promoted scheme and conveying their approval (or otherwise) in writing.</p>
<p>9.22 Where a departure from an alternative standard (that's use has already been approved through a separate departure) is identified, the Designer shall consult the Technical Specialist to confirm if a new departure application to National Highways is required.</p>	<p>9.22 WhereFor a departure from ana alternativeLHA standard, (that'sthe useDAS hassubmission alreadyshould beenonly approvedinclude throughthe acontent separatefrom the LHA departure) issubmission identified,and a record of the DesignerLHA shalldetermination; consult the Technicalfull SpecialistNH DAS template structure does not need to confirmbe ifpopulated about newthe departurelevel applicationof detail provided shall be proportional to Nationalthe Highwaysimpact, isas requiredassessed by the Designer in 9.21.</p>
<p>9.22.1 The Technical Specialist may instruct the Designer that a departure to an alternative standard is not required. In which case, the Designer shall record the correspondence in the DAS application's diary and withdraw the departure in DAS.</p>	<p>9.23 TheFor Technical Specialist may instruct the Designer that a departure tofrom ana alternativeLHA standard is not required. In which case,has theno Designerimpact shallto record the correspondenceNH innetwork, the DASLHA application'sapproval diaryshall andbe withdrawaccepted thewithout departurefurther intechnical/SES DASreview.</p>
<p>9.23 The Project Manager shall not approve a departure that impacts a local road that is rejected by the LHA.</p>	<p>9.24 TheFor Projecta Managerdeparture shallfrom nota approveLHA astandard departurewhich that impacts atthe localNH roadnetwork, thatfurther istechnical/SES rejectedreview byshall thebe LHArequired prior to NH acceptance.</p>
<p>Appendix B. Reasons for the rejection of departures</p>	<p>Appendix B. Reasons for the rejection <u>and rework</u> of departures</p>
<p>B1 General reasons for the rejection of departure applications</p>	<p>B1 <u>General</u>Reasons reasons for the rejection <u>and rework</u> of departure applications</p>

Common reasons for which departure applications may be rejected are given below.

Table B.1 General Reasons for rejection of departure applications

No.	Rejection category	Reasons for rejection
1	Incompleteness	a) Application form incomplete.
		b) Information required by Departures Manual not included.
		c) All content agreed during early engagement including consultations and evidence are not included.
		d) Interfaces and impact on other disciplines not considered.
2	Quality	a) Errors within the application.
		b) Inconsistencies within the application.
3	Business Case	a) Technical issues have not been adequately considered.
		b) Environmental issues have not been adequately considered.
		c) Operational issues have not been adequately considered.
		d) Maintenance issues have not been adequately considered.
		e) Disposal issues have not been adequately considered.
4	Safety Case	a) Risk assessment is incomplete.
		b) Mitigation measures not considered adequate.
		c) Residual risk is unacceptable.
5	Mitigation	a) More details on the mitigation proposed is required.
		b) Inappropriate mitigation measures proposed.
6	Justification	a) Further specific justification is required for the departure.
		b) The benefits of the departure do not outweigh the negative impacts.
		c) Benefits will not be realised by National Highways.
		d) Departure not required.

Common reasons for which departure applications may be rejected are given below.

Table B.1 ~~General~~ Reasons for rejection and rework of departure applications

No.	Rejection category	Reasons for rejection
1	<u>Incompleteness</u>	a) Application form incomplete.
		b) Information required by Departures Manual not included.
		c) All content agreed during early engagement including consultations and evidence are not included.
		<u>d) Interfaces and impact on other disciplines not considered</u>
		<u>de) InterfacesFurther andtechnical impactinformation on other disciplines not considered.required</u>
2	<u>Quality</u>	a) Errors within the application.
		<u>b) Inconsistencies within the application</u>
		<u>bc) InconsistenciesDeparting withinfrom theincorrect application clause/standard</u>
		a) Technical issues have not been adequately considered.
3	Business Case	b) Environmental issues have not been adequately considered.
		c) Operational issues have not been adequately considered.
		d) Maintenance issues have not been adequately considered.
		e) Disposal issues have not been adequately considered.
		a) Risk assessment is incomplete.
4	Safety Case	b) Mitigation measures not considered adequate.
		c) Residual risk is unacceptable.
		a) More details on the mitigation proposed is required.
5	Mitigation	b) Inappropriate mitigation measures proposed.
		a) Further specific justification is required for the departure.
6	<u>Justification</u>	b) The benefits of the departure do not outweigh the negative impacts.
		c) Benefits will not be realised by National Highways.
		<u>d) Departure not required</u>
		de) DepartureCost/benefit notestimation required.
		a) No collision summary with commentary
7.1.1	<u>Collision History</u>	<u>b) Collision summary needs commentary and/or descriptions</u>
		<u>c) Problem with the detail of the collision commentary and/or descriptions</u>
		a) Lack of clarity on the nature of the requested departure
7.1.2	<u>Proposed Layout and Options Rejected</u>	<u>b) Rejected options not included in the application</u>
		<u>c) Drawings of the proposed scheme and the fully compliant scheme not provided</u>
		<u>d) Details of the proposed layout were not clear or more information was needed</u>
		a) Traffic/speed data not included within the application
7.1.3	<u>Traffic Data</u>	<u>b) Problem with the traffic/speed data provided within the application</u>
		a) Details of the proposed traffic signing not included within the application
7.1.4	<u>Traffic Signing</u>	<u>a) Details of the proposed traffic signing not included within the application</u>

		b) Problems with the proposed traffic signing included within the application
7.1.5	Street Lighting	a) Details of street lighting not included in the application b) Problems with the detail of the street lighting proposed in the application

B2 Additional reasons for specific departure types

Additional reasons for specific departure types

Common reasons for the rejection of departure applications for specific departure types are summarised below.

Common reasons for the rejection of departure applications for specific departure types are summarised below.

B2.1 Reasons for the rejection of geometric departure applications

Reasons for the rejection of geometric departure applications

Table B.2 Reasons for rejection of geometric departure applications

Table B.2 -Reasons for rejection of geometric departure applications

No.	Rejection Category	Reasons for rejection
7.1.1	Collision History	a) No collision summary with commentary
		b) Collision summary needs commentary and/or descriptions
		c) Problem with the detail of the collision commentary and/or descriptions
7.1.2	Proposed Layout and Options Rejected	a) Lack of clarity on the nature of the requested departure
		b) Options considered but rejected not included in the application
		c) Drawings of the proposed scheme and the fully compliant scheme not provided
		d) Details of the proposed layout were not clear or more information was needed
7.1.3	Traffic Data	a) Traffic/speed data not included within the application
		b) Problem with the traffic/speed data provided within the application
7.1.4	Traffic Signing	a) Details of the proposed traffic signing not included within the application
		b) Problems with the proposed traffic signing included within the application
7.1.5	Street Lighting	a) Details of street lighting not included in the application
		b) Problems with the detail of the street lighting proposed in the application

No.	Rejection Category	Reasons for rejection
7.1.1	Collision History	a) No collision summary with commentary
		b) Collision summary needs commentary and/or descriptions
		c) Problem with the detail of the collision commentary and/or descriptions
7.1.2	Proposed Layout and Options Rejected	a) Lack of clarity on the nature of the requested departure
		b) Options considered but rejected not included in the application
		c) Drawings of the proposed scheme and the fully compliant scheme not provided
		d) Details of the proposed layout were not clear or more information was needed
7.1.3	Traffic Data	a) Traffic/speed data not included within the application
		b) Problem with the traffic/speed data provided within the application
7.1.4	Traffic Signing	a) Details of the proposed traffic signing not included within the application
		b) Problems with the proposed traffic signing included within the application
7.1.5	Street Lighting	a) Details of street lighting not included in the application
		b) Problems with the detail of the street lighting proposed in the application