

Right first time Applications for departure from standards



A **DEPARTURE FROM STANDARD** is a proposal to move away from requirements contained in National Highways standards. It needs to form a standalone defensible record.

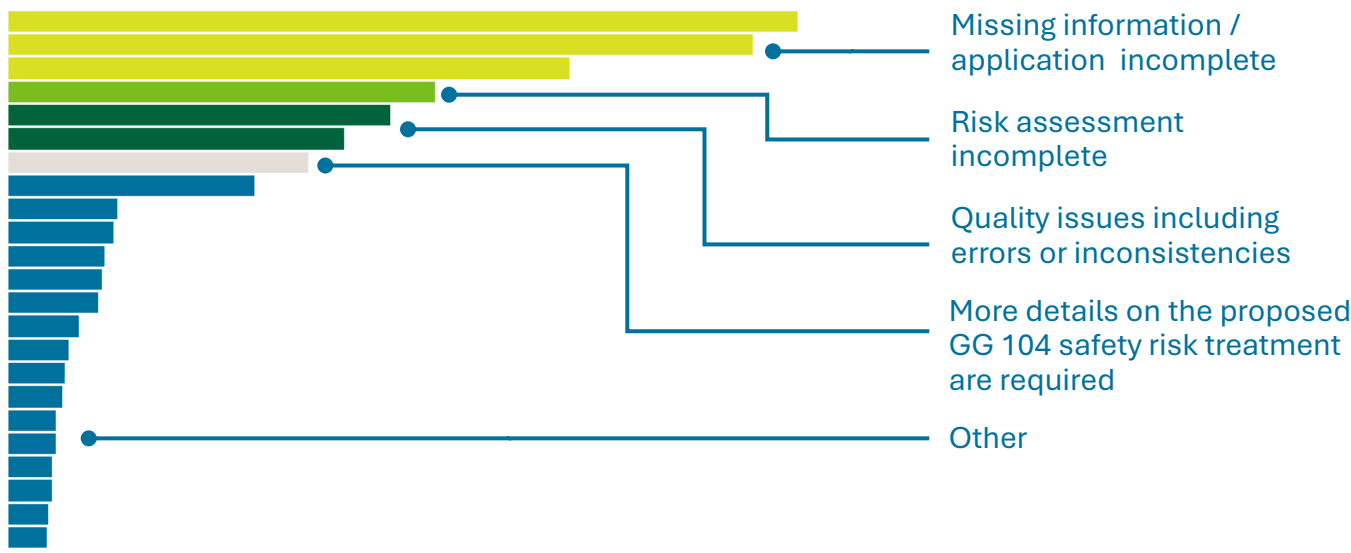
over
50 %

of submissions
require rework

Based on 1500+ applications



Most common reasons for rework



Before submitting check the following:

- ☐ Information required by DEPARTURES MANUAL is included. See section 5.
- ☐ There is a clear justification for departing from requirements included in the application.
- ☐ All relevant fields of the application form are complete.
- ☐ All attachments listed in the summary table are included.
- ☐ Commentary about carbon impact is included.
- ☐ Attachments included in the application are relevant. Departure application points to the relevant section of the attachment or an extract is included in the application.
- ☒ It is not acceptable to refer to a large document without specifying parts relevant to the case being made.
- ☐ A departure is treated as an activity in GG 104 and is therefore categorised as A, B or C and is risk assessed.
- ☐ Risk assessment includes details of the proposed safety risk treatment.
- ☐ Safety risk treatment proposed is considered adequate for all stages of the asset life-cycle.
- ☐ Risk assessment is quality assured (e.g. checked, approved and dated).
- ☐ There are no errors or inconsistencies within the application.
- ☐ Operational issues have been adequately considered and agreed with the relevant NH Operations Team. Evidence of this agreement is included in the application, providing specifics such as names and dates of individuals consulted.
- ☒ It is not sufficient to state the name of the team, division or department only.
- ☐ All content agreed during early engagement and consultations is included together with evidence of those consultations. Specifics such as dates and names of individuals consulted are included. For example, where a departure has been referred to SCRG, submission includes SCRG minutes.
- ☒ It is not sufficient to state directorate name only e.g. "consulted with SES".
- ☐ Interfaces and impacts on other disciplines were considered and are described.
- ☐ All considered options, including rejected ones, are included in the application.
- ☐ For road layout departures only: collision history includes commentary and/or descriptions. An explanation of the anticipated impact the departure will have on collision data is provided.
- ☐ For road layout departures only: drawings for the proposed layouts are included and contain a level of detail proportional to the stage of the project.
- ☐ For road layout departures only: relevant traffic signs and road markings details are included.
- ☒ The departures process shall not be used to seek authorisation for traffic signs which are not prescribed by the Traffic Signs Regulations and General Directions.
- ☐ Whole life cost estimates are included.

For help, videos and training visit

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