

Kirklees Council

Highways Guidance Note – Operation and Maintenance Manuals for Adopted Highways March 2019 (version 1)

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This guidance note

Introduction

1 This guidance note gives an overview of Kirklees Council's requirements for 'operation and maintenance manuals' for new roads and paths adopted by the council as 'highways maintainable at the public expense'.

2 This guidance note has been written mainly to help developers, but it will also be used by highways teams within Kirklees Council.

Implementation

3 This guidance note applies to all applications for technical review submitted on or after 1 April 2019.

Operation and maintenance manuals

Introduction

4 Some features of newly adopted highways may be more complicated or more difficult to operate and maintain when compared to typical roads and paths. Kirklees Council will still have to maintain or operate these in safe and cost-effective ways. Accordingly, the council will require operation and maintenance manuals to ensure that it has the right information to allow it to do this.

Provision

5 It would not be necessary to provide operation and maintenance manuals for every road or path adopted by the council. They are only required for specific features.

6 Developers should provide operation and maintenance manuals for any of the following features that are to be adopted as part of the highway:

- Attenuation or balancing ponds
- Drainage flow control devices
- Ground gas monitoring, venting, and control systems
- Ground improvement or land remediation measures
- Headwall and tailwall trash screens and security screens
- Infiltration ponds
- Measures to treat mining features
- Significant earthworks
- Soakaways
- Structures
- Swales
- Traffic signal controlled junctions

Separate manuals for separate features

7 Unless agreed differently with Kirklees Council, there should be separate operation and maintenance manuals for each feature that needs one.

Coverage

8 Operation and maintenance manuals should include a plan for the maintenance required for the lifetime of the feature. In addition, they should include the following:

- The design calculations for the feature
- Details of the materials used in the construction, including test results and certificates
- The names, addresses, and other contact information for all parties that helped design the feature
- The names, addresses, and other contact information for all contractors, sub-contractors, and materials and component suppliers that contributed to the construction of the feature

- Details of any problems encountered during construction that may have a long-term effect on the feature
- Any special access arrangements that would be required for future maintenance
- Any special arrangements or precautions that would apply should the feature be demolished or removed
- For any reinforced concrete structures, as-built reinforcement drawings, bar bending schedules, and cover meter survey results

9 Operation and maintenance manuals may contain information from but do not need to replicate the CDM health and safety file or documentation relating to the highways technical approval of the feature.

10 For more information about the CDM health and safety file, see Kirklees Council's highways guidance note [Highway Adoptions and the CDM Regulations](#).

Additional requirements

11 Kirklees Council may impose additional requirements for unusual structures or other adopted features.

Requirements of submitted documents

12 Operation and maintenance manuals must:

- be emailed to Kirklees Council's highway adoptions team
- be in portable document format (PDF)
- comply with Kirklees Council's highways guidance note [Requirements of Submitted Documents](#)

Consultation

13 To avoid abortive work or unnecessary delays, developers should discuss with Kirklees Council's highway engineers which features would require an operation and maintenance manual and what each manual should cover.

Further information, comments, and queries

Kirklees Council highways standards and guidance

Highways guidance notes

- Existing Roads and Paths Affected by New Developments
- Gradients
- Highway Adoption Drawings
- Highway Adoptions and the CDM Regulations
- Highway Adoptions Criteria
- Highways Technical Approval
- Highways, SuDS, and Private Drainage
- Introduction to Highways and Adoptions
- Operation and Maintenance Manuals for Adopted Highways
- Requirements of New and Improved Roads and Paths
- Requirements of Submitted Documents
- Section 38 Agreements for Highway Adoptions
- Soakaways
- Technical Approval of Surface Water Flow Attenuation Tanks and Pipes

Other highways documents

- Kirklees Highways Standard Details

Comments and queries

Kirklees Council welcomes comments and queries about this guidance note

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- Huddersfield (01484) 22 1000 – ask for ‘Highway Adoptions’
- Highways.Section38@kirklees.gov.uk
- www.kirklees.gov.uk/highwayadoptions
- Kirklees Council
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