



**TRANSPORT  
SCOTLAND**  
CÒMHDHAIL ALBA

[transport.gov.scot](http://transport.gov.scot)

# Departures from Standard

**Advice and Procedures Guide  
March 2016**

## **CONTENTS**

- 1 Introduction**
- 2 Purpose of Advice and Procedures Guidance**
- 3 When are Departures Appropriate**
- 4 Definition of Roles and Responsibilities**
- 5 Departure Application Process**

## **1 Introduction**

- 1.1 Compliance with the requirements of the Design Manual for Roads and Bridges (DMRB) and Manual of Contract Documents for Highway Works (MCHW) is mandatory for all works undertaken on motorway and all-purpose trunk roads.
- 1.2 Except where Relaxations are permitted, any variation or waiving of a requirement contained within the DMRB or MCHW shall be considered to be a Departure from Standard.
- 1.3 The responsibility for identifying circumstances where Departures may be appropriate rests with the designer. A clear and adequate justification for not adopting a requirement shall be submitted to Transport Scotland (TS) when seeking approval for each proposed Departure.
- 1.4 Departure applications must be determined prior to incorporating the Departure into the works. A Departure from Standard cannot and will not be determined after it has been incorporated into the works.
- 1.5 However, in the event that it is discovered that works have been undertaken without approval having been sought or granted for the incorporation of a Departure, the design organisation should promptly notify Transport Scotland with proposals for addressing this non-compliance. Designers and contractors should be aware that Transport Scotland is likely to require rectification actions to take place to address the non-compliance.
- 1.6 Transport Scotland has a duty of care in considering an application for a Departure from Standard. In the event of a Fatal Accident Inquiry or in defence of litigation arising from an accident or other loss in which a Departure from Standard is cited as a material consideration. Transport Scotland should be able to demonstrate that its actions were fair and reasonable and that due diligence was applied in the determination of the Departure.
- 1.7 Departure Determinations are held by Transport Scotland for a minimum period of 30 years following implementation of the Departure from Standard.

## **2 Purpose of Advice and Procedures Guidance**

2.1 The purpose of this Advice & Procedure Guide (APG) is to set out:-

- a) The procedures to be followed by Design Organisations when seeking TS Standards Branch consideration of a DMRB and MCHW Departure from Standard affecting a trunk road or motorway.
- b) Defines the roles of Transport Scotland personnel in relation to an application for a DMRB and MCHW Departure from Standard.
- c) Specifies a minimum level of information required to be submitted by Design Organisations when applying for DMRB and MCHW Departures from Standard.
- d) Sets out the preferred format to be used by Design Organisations when applying for a DMRB and MCHW Departure from Standard.
- e) Defines the role of Transport Scotland in relation to the approval of a DMRB and MCHW Departure from Standard.

### **3 When are Departures Appropriate**

- 3.1 During the design process a Design Organisation may identify one or more Departures from Standard that would avoid engineering or environmental problems arising as a result of the project. Such problems would normally be expected to involve either disproportionately high construction costs or large environmental impacts.
- 3.2 Departures from Standard may also be appropriate, where innovative methods or materials are to be used.
- 3.3 Departures from Standard may be applied for at various stages in a trunk road or motorway networks scheme development, and for schemes of varying size and complexity, including;
- a) **Major Projects** (arising from Strategic Transport Project Review (STPR) or Infrastructure Investment Plan)
    - Specimen Design (during contract preparation)
    - Conceptual Design (submitted by tenderers)
    - Detailed Design (prior to construction)
  - b) **Trunk Road Improvements** (Operating Company Schemes)
    - Detailed Design (prior to construction)
  - c) **Major and Minor Developments** (including 3rd Party Trunk Road Improvements)
    - Detailed Design (prior to construction)

## **4 Definition of Roles and Responsibilities**

4.1 The roles of those involved in the Departures from Standard application and determination process are discussed in detail below;

(i) **Overseeing Organisation**

In Scotland this is Transport Scotland, on behalf of Scottish Ministers.

(ii) **Design Organisation**

The organisation undertaking the design of works that affect the trunk road and motorway network. Such works include private and public developments.

(iii) **Transport Scotland Project Sponsor**

Project Manager within Transport Scotland who is responsible for bringing forward a design project affecting the trunk road or motorway network, or liaising with a private or public sector developer.

(iv) **Transport Scotland Standards Branch**

Technical team within Transport Scotland with responsibility for DMRB and MCHW Departures from Standard Determinations.

(v) **Standards Branch Official**

Representative within TS Standards Branch with responsibility for considering Design Organisation departures from standard applications and for preparing Departure Determinations.

(vi) **Standards Advisor**

An experienced civil engineering consultancy firm commissioned by Transport Scotland to assist in the analysis of proposed Departures from Standard and preparing Departure Determination Reports.

(vii) **Transport Scotland Determining Official**

Official within Transport Scotland with responsibility for the Overseeing Organisation's formal approval or rejection of an application for a Departure from Standard.

- Road Design and Construction Departures: **Head of Standards Branch**

## **5 Departure Application Process**

- 5.1 It is the responsibility of the Design Organisation to identify all Departures from Standard and to submit these to Transport Scotland for approval.
- 5.2 Before incorporating a Departure from Standard in to the works, the Design Organisation must seek the approval of Transport Scotland's Standards Branch who are responsible for approval or rejection of applications from DMRB and MCHW Departures from Standard.
- 5.3 Transport Scotland Standards Branch should be consulted as early as possible in the design process and at key stages during the design development.
- 5.4 Once the Transport Scotland Standards Branch Official has determined each departure (s)he gives a decision of either (i) Approved, (ii) Rejected, or (iii) Not Determined.
- (i) **Approved** – An approved Departure shall be considered as meeting Transport Scotland Standards Branch's requirements for that element of the works, provided that any mitigation measures proposed by the designer or conditional to that approval are also incorporated into the design and works.
  - (ii) **Rejected** – Departure has not met with Transport Scotland Standards Branch's requirements for that element of the works.
  - (iii) **Not Determined** – Departure from Standard has been applied for incorrectly and is not considered by Transport Scotland Standards Branch to be a deviation from the standards and guidance laid down in the DMRB or MCHW.
- 5.5 Once the Design Organisation has identified a Departure from Standard, the Departure from Standard Application Process must be followed and is summarised in Figure 1 overleaf.

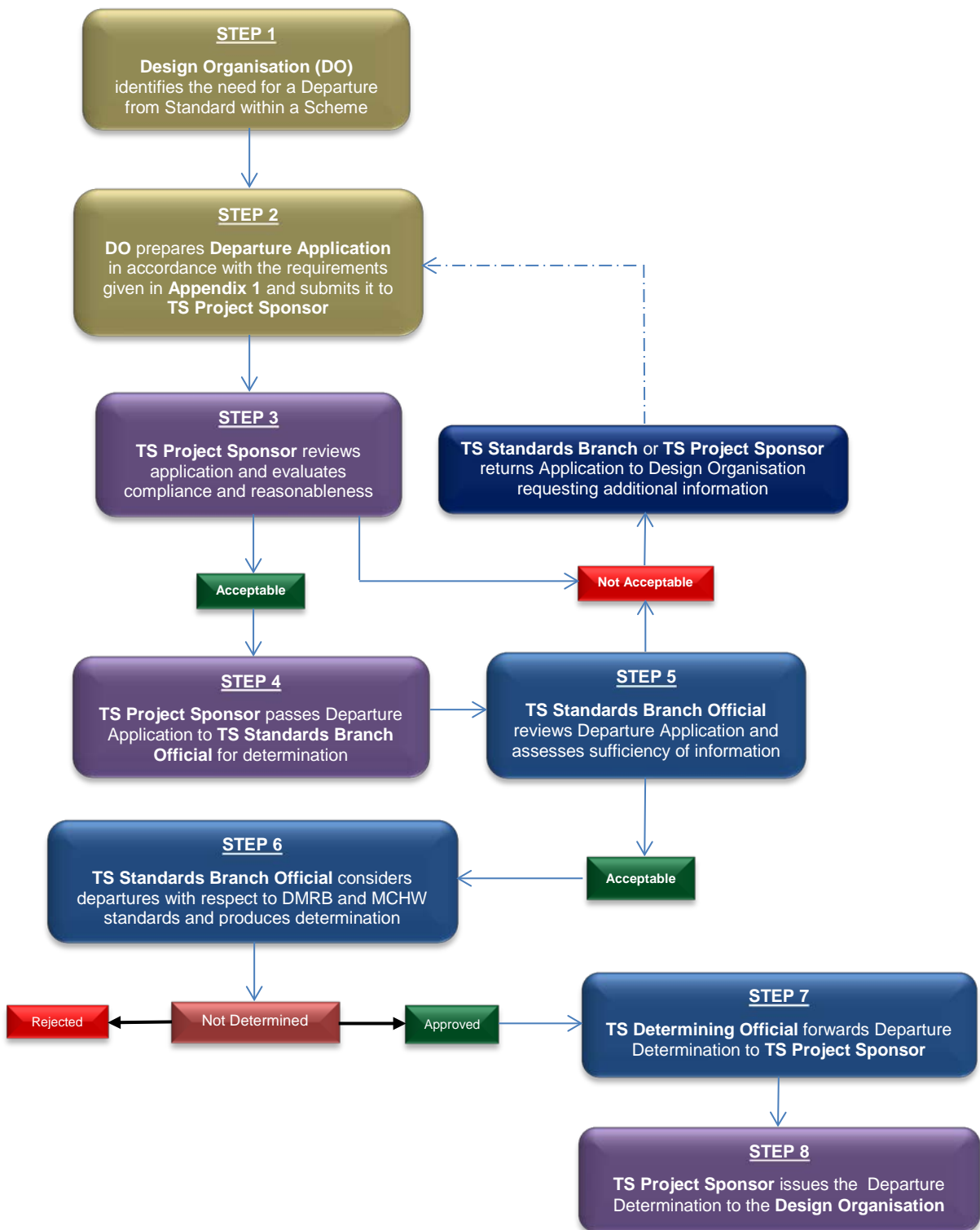


Figure 1 – Departure Application and Determination Process



## Appendix 1

1.1 The Design Organisation shall submit the application for Departure(s) from Standard in accordance with the following format;

**TRANSPORT SCOTLAND**

**SPECIMEN**

### APPLICATION FOR DEPARTURE FROM STANDARDS

**APPLICANT** : \_\_\_\_\_

**PROJECT TITLE** : \_\_\_\_\_

**DEPARTURE NO.** : \_\_\_\_\_

<b>PROJECT DETAILS</b>	
General Description of Project	Realignment, New Road, Value Added Maintenance etc.
Route Strategy	Details of Transport Scotland's current strategy with respect to the route affected by the proposed Departure from Standard (applicant should seek guidance from relevant TS Project Sponsor where necessary)
Road Category & Type	Refer to DMRB, Volume 6, TD 9, Table 4, Columns 1& 2
Proposed Carriageway Cross Section	Refer to DMRB, Volume 6, TD 27
Design Speed Proposed	Design Speed identified in accordance with TD 9
Future Traffic Flows & Composition	High and low growth or central traffic flows at year of opening and design year 15 where different (i.e. including traffic composition, turning movements, any assumptions made with respect to traffic growth factors used)
<b>DESCRIPTION OF DEPARTURE</b>	
Location and Chainage	e.g. Junction of A8000/B8000 e.g. Ch. 1000 to Ch. 1050 e.g. N: 55° 52' 2" W: 4° 15' 12"
Departure Type	e.g. Stopping sight distance
DMRB Reference	DMRB Volume , Section , Part , Paragraph No.
Required Standard	e.g. Identify desirable minimum standard
Standard Provided	e.g. Identify standard being provided and how it relates to the desirable minimum standard
Associated Departures or Relaxations	Identify any other departures or relaxations included within the proposed project that interact with the Departure being considered
Drawing No's.	e.g. SJ-DWG-0000-DEP-001 to 005 Drawings to include: <ul style="list-style-type: none"> <li>• 1:10,000 location plan showing extent of project</li> <li>• Plan and profile at scale not less than 1:2500 for the mainline and 1:500 for junctions</li> <li>• Location of all proposed and existing Departures and any other related features</li> </ul>

	<ul style="list-style-type: none"> <li>Detailed drawings (with Chainages) of proposed Departure and its approaches, including a plot of available visibility splays on the mainline and to/from accesses and junctions</li> </ul>
<b>JUSTIFICATION</b>	
Detailed Justification	<ul style="list-style-type: none"> <li>Provide a detailed justification for the proposed Departure (i.e. economic, environmental or other savings)</li> <li>Details of alternative solutions investigated that were dismissed in favour of the proposed Departure (including a compliant design)</li> <li>State the cost differentials between the adopted solution and any alternatives considered (e.g. Difference in capital costs; maintenance costs; vehicle operating costs, accident costs and other user benefits / dis-benefits)</li> <li>The effects, if any, that the Departure may have on the environment (i.e. in terms of humans, flora, fauna, soil, water, air, climate, landscape, cultural heritage etc.) compared to any alternatives considered</li> </ul>
Safety Implications	<ul style="list-style-type: none"> <li>Describe and quantify where possible the likely effects of proposed Departure on the safety of the road user</li> <li>Where any significant safety hazard might occur undertake a risk assessment taking account of all relevant user categories</li> <li>Provide record of last three years accident records</li> </ul>
Structural Integrity	Where appropriate provide details of any possible impact the proposed Departure may have with respect to the structural integrity/stability of earthworks, structures and road pavement
<b>ESSENTIAL COMPENSATORY MEASURES</b>	
Compensatory Measures	Identify compensatory measures considered necessary or advisable to mitigate the adverse effects of the proposed Departure (e.g. adjustments to geometry; use of upgraded materials e.g. high friction surfacing; improved traffic signs and road markings; enforcement measures e.g. Speed cameras; statutory measures e.g. Speed restrictions) etc.



**TRANSPORT  
SCOTLAND**  
CÒMHDHAIL ALBA

**Trunk Roads and Bus Operations**

**Transport Scotland**

Buchanan House, 58 Port Dundas Road, Glasgow, G4 0HF  
0141 272 7100  
info@transport.gov.scot

© Crown copyright 2016

You may re-use this information (excluding logos and images) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence> or e-mail: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Further copies of this document are available, on request, in audio and visual formats and in community languages. Any enquiries regarding this document / publication should be sent to us at [info@transport.gov.scot](mailto:info@transport.gov.scot)

This document is also available on the Transport Scotland website: [www.transport.gov.scot](http://www.transport.gov.scot)  
Published by Transport Scotland, March 2016

Follow us:

 [transcotland](https://www.facebook.com/transcotland)  [@transcotland](https://twitter.com/transcotland)

**[transport.gov.scot](http://transport.gov.scot)**

An agency of  
Buidheann Ie



**The Scottish  
Government**  
Riaghaltas na h-Alba