

1.0 Introduction

1.1 This note has been prepared by DTA Transportation in response to further comments by the Local Highway Authority (LHA). An application was submitted (Ref: 24/0278) for the demolition of the existing petrol filling station and car wash, and construction of a replacement petrol filling station, including new kiosk building. The comments from the LHA are included at **Appendix A**.

1.2 This note has been updated following receipt of a further response dated 14th April 2025. This is included in **Appendix B**.

2.0 Delivery and Servicing Plan

2.1 The LHA made the following comments:

The additional information includes a servicing plan. This does not provide sufficient commitment and suggests that it is a living document that can be reviewed and changed at any time. This is clearly of no value. Whilst review and amendment is acceptable, it must be clear that it can only be varied with the written prior agreement of the planning authority.

In terms of the detail, it relies on night-time tanker deliveries and management of other vehicles on site. The site would be closed for at least 45mins for tanker deliveries which are expected twice a week. We would therefore require all tanker deliveries to be between 8pm and 6am and ideally this should be outside of trading hours. A condition to this effect would be recommended.

The smaller vehicles are less problematic, however fresh deliveries are likely to coincide. It is accepted however that they would arrive outside of peak times naturally and could find space to park if they coincide. It is not considered realistic to assume they would have a dwell time of 10minutes, but they are not expected to take as long as the tanker refill operation.

2.2 In the further response the following comments were made:

The amended servicing plan suggests that all vehicles except the tanker can be accommodated within parking areas, which would be acceptable, but the swept path assessment do not show this. If they are to park at the front, they raise the same issues as the tanker and would have to have the same conditions in terms of hours and banksman.

DTA Response:

The DSP has been amended to reflect the above. This is included at **Appendix C**.

It is accepted that fuel deliveries would be between 8pm and 6am, however the applicant is seeking 24 hours opening for the shop which will remain open when fuel deliveries are made.

In terms of servicing the forecourt shop, the applicant is willing to accept a condition that requires the forecourt to close whilst deliveries are made to the shop.

Deliveries to the petrol station shop will not coincide as the shop will use a single supplier for all shop stock. A delivery time of 10 minutes is assumed based on operations elsewhere, as all stock is delivered in cages, meaning the cages are wheeled into the store for breaking down in-house later.

3.0 Cycle Parking

3.1 The LHA have made the following comments:

Cycle parking has been proposed but is not suitable for long stay (staff) parking. This should be more secure and fully weatherproof. This could be conditioned.

DTA Response:

This is noted.

4.0 Site Access

4.1 The LHA have commented as follows:

As anticipated the road safety audit has identified multiple overlapping safety issues. The designer's response is to accept that right turn in or out should not be allowed and to remove the right turn lane ahead of the signals. The plans /narrative do not however show how this is achieved.

Only a relatively small percentage of patrons will be turning left in and left out. There is nothing proposed to stop them or service vehicles making right turn manoeuvres. Indeed, the access /egress points have been further widened, which encourages abuse and is prejudicial to pedestrian safety. Should visitors observe the no right turn then they would have to make U

turns nearby, raising further safety concerns.

In terms of visibility splays the plans only show vehicular splays to the right (on exit). There are no physical constraints to prevent vehicles approaching from the left. Full visibility is therefore required to be demonstrated.

4.2 The latest response includes the following comments:

The amended proposals demonstrate that a satisfactory access/egress arrangement is possible with highway works. The junction already has "no u turn" signs (for both directions) and the egress will incorporate "no right turn" signs. As shown, it is possible for vehicles to exit right, but the island could and should be extended further to prevent this.

DTA Response:

A revised site access plan is included at **DTA Drawing 26234-06a**. This shows amended kerb radii on exit and an additional kerbed central reservation in place of the existing hatching to prevent right turns. The central island has been extended further following the most recent comments. Signage for no right turn has also been added. Visibility splays in both directions from the exit are shown and can be achieved.

Should drivers need to make a turn back in the other direction after exit, they can safely do so via the roundabout on Monmouth Castle Drive located close to the site. This is shown on the plan below.



5.0 Vehicle Tracking

5.1 The LHA have commented as follows:

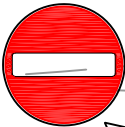
In addition, we would raise concerns regarding the highway approach angle for tankers exiting the site. HGV already have difficulty with limited visibility (even ahead). We cannot support these leaving at an acute angle for reasons of highway safety, particularly pedestrian safety.

The fuel deliveries will occur at night-time when there are fewer pedestrian movements. However, the DSP has been amended to include reference to a marshall/ banksman assisting when the oil tanker leaves the site.

Drawings

CARDIFF ROAD

NO ENTRY SIGNS



PROPOSED EXTENSION TO
CENTRAL RESERVATION

2.4M X 43M VISIBILITY SPLAY

2.4M X 43M VISIBILITY SPLAY

EXISTING KERBLINE

PROPOSED
DROPPED
KERBING

EXISTING KERBLINE

PROPOSED KERBLINES



NO RIGHT TURN SIGNS

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REV	DESCRIPTION	DRAWN	INITIALS	DATE



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JOB TITLE Cardiff Road, Newport		CLIENT Rottner & Rudge		
DRAWING TITLE Proposed Access Arrangements				
SCALE 1/250@A3	DRAWN BY BP	DATE 07-07-25	DRAWING No 26234-06	REVISION A

Appendix A

Highway Response

Ref: RECON 24/0278

Date: 28/02/25

PROPOSAL: DEMOLITION OF EXISTING PETROL FILLING STATION AND CAR WASH, AND CONSTRUCTION OF A REPLACEMENT PETROL FILLING STATION, INCLUDING A NEW KIOSK BUILDING, 4 PUMP ISLANDS, FORECOURT CANOPY, 2 NO. JET WASH BAYS, LANDSCAPING AND CAR PARKING ARRANGEMENTS

SITE: 71 Cardiff Road Newport NP20 2EN

Case Officer: Jacob Cooke

Highway Officer: Kevin Jackson

Following receipt of an amended proposal and applicant's comments accompanied by an RSA1 we would update our comments as follows.

Highway recommendation:

Objections maintained on grounds of highway safety.

Highway Comments:

The additional information includes a servicing plan. This does not provide sufficient commitment and suggests that it is a living document that can be reviewed and changed at any time. This is clearly of no value. Whilst review and amendment is acceptable, it must be clear that it can only be varied with the written prior agreement of the planning authority.

In terms of the detail, it relies on night-time tanker deliveries and management of other vehicles on site. The site would be closed for at least 45mins for tanker deliveries which are expected twice a week. We would therefore require all tanker deliveries to be between 8pm and 6am and ideally this should be outside of trading hours. A condition to this effect would be recommended.

The smaller vehicles are less problematic, however fresh deliveries are likely to coincide. It is accepted however that they would arrive outside of peak times naturally and could find space to park if they coincide. It is not considered realistic to assume they would have a dwell time of 10minutes, but they are not expected to take as long as the tanker refill operation.

Cycle parking has been proposed but is not suitable for long stay (staff) parking. This should be more secure and fully weatherproof. This could be conditioned.

As anticipated the road safety audit has identified multiple overlapping safety issues. The designer's response is to accept that right turn in or out should not be allowed and to remove the right turn lane ahead of the signals. The plans /narrative do not however show how this is achieved.

Only a relatively small percentage of patrons will be turning left in and left out. There is nothing proposed to stop them or service vehicles making right turn manoeuvres. Indeed, the access /egress points have been further widened, which encourages abuse and is prejudicial to pedestrian safety. Should visitors observe the no right turn then they would have to make U turns nearby, raising further safety concerns.

In terms of visibility splays the plans only show vehicular splays to the right (on exit). There are no physical constraints to prevent vehicles approaching from the left. Full visibility is therefore required to be demonstrated.

In addition, we would raise concerns regarding the highway approach angle for tankers exiting the site. HGV already have difficulty with limited visibility (even ahead). We cannot support these leaving at an acute angle for reasons of highway safety, particularly pedestrian safety.

Whilst it is noted that some positive amendments have been made, we would maintain the overall objection on grounds of highway safety.

Appendix B

Highway Response

Ref: RECON 24/0278

Date: 14/04/25

PROPOSAL: DEMOLITION OF EXISTING PETROL FILLING STATION AND CAR WASH, AND CONSTRUCTION OF A REPLACEMENT PETROL FILLING STATION, INCLUDING A NEW KIOSK BUILDING, 4 PUMP ISLANDS FORECOURT CANOPY, 2 NO. JET WASH BAYS, LANDSCAPING AND CAR PARKING ARRANGEMENTS

SITE: 71 Cardiff Road Newport NP20 2EN

Case Officer: Jacob Cooke

Highway Officer: Kevin Jackson

Highway recommendation:

Further detail/ amendment required to garner Highways' support.

Highway Comments:

The amended proposals demonstrate that a satisfactory access/egress arrangement is possible with highway works. The junction already has "no u turn" signs (for both directions) and the egress will incorporate "no right turn" signs. As shown, it is possible for vehicles to exit right, but the island could and should be extended further to prevent this.

The amended servicing plan suggests that all vehicles except the tanker can be accommodated within parking areas, which would be acceptable, but the swept path assessment does not show this. If they are to park at the front, they raise the same issues as the tanker and would have to have the same conditions in terms of hours and banksman.

A condition for highway works and cycle parking would also be required.

In summary minor changes are needed to gain Highways' support and conditions will also be needed.

Appendix C

71 Cardiff Road, Newport

Delivery and Servicing Plan

71 Cardiff Road, Newport

Delivery and Servicing Plan

ST/SC 26234-03c DSP
7th July 2025

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Prepared For:

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26234-05b Swept-Path Assessment



1.0 INTRODUCTION

1.1 Overview

1.1.1 This Delivery and Servicing Plan (DSP) has been prepared by DTA on behalf of Rottner and Rudge Limited to support a planning application (Reference 24/0278) at 71 Cardiff Road in Newport.

1.1.2 The planning application seeks permission for the following development:

'Demolition of existing petrol filling station and car wash, and construction of a replacement petrol filling station, including a new kiosk building, 4 pump islands, forecourt canopy, 2 no. jet wash bays, landscaping and car parking arrangements'

1.2 Scope of Plan

1.1.3 This DSP has been prepared to outline the principles associated with servicing of the proposed development and establish management measures that will be implemented in order to ensure that the activity associated with deliveries, servicing and refuse collection does not adversely impact upon the operation of the local highway network or inconvenience of local residents.

1.1.4 The DSP aims to ensure that servicing at the development can be carried out sustainably and efficiently. The aspiration of this is to achieve wider benefits for the local highway network including contributing towards a reduction in congestion and the environmental and improved road safety conditions.

1.1.5 Review of this document is likely to be required once the building is close to being or has already been occupied. This document can only be varied with the written prior agreement of the planning authority.

1.3 Report Structure

1.1.6 The remainder of this DSP is structured as follows:

- Section 2 sets out the aims and objectives of the DSP
- Section 3: Delivery and Servicing Proposals;



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- Section 4: Delivery and Servicing Management; and
 - Section 5: Review of DSP.

2.0 AIMS AND OBJECTIVES

2.1.1 This DSP seeks to:

- Demonstrate that goods and services can be delivered and waste removed safely and efficiently without compromising the safety of visitors, and employees without causing an adverse impact on the local highway network.
- Avoid deliveries and servicing during peak hours where possible and reduce coinciding deliveries.
- Reduce the impact of servicing activity on the amenity of local residents and the environment.
- Ensure that the deliveries take place in the designated area and that loading and unloading is occurring in a safe and efficient manner within the site.

2.1.2 The benefits of the DSP are as follows:

- Reduced risk of collisions, particularly those involving pedestrians, visitors and staff, and reducing congestion on the roads surrounding the proposed development;
- Reduced CO2 and noise emissions; and
- Improved site safety and improved reliability of deliveries.

3.0 DELIVERY AND SERVICING PROPSALS

3.1 Delivery/ Collection Details and Vehicle Types

3.1.1 Delivery and servicing vehicles will be accommodated from within the site via Cardiff Road. As part of the redevelopment proposals and the introduction of the formal parking bays and new shop, alongside the retention of the existing access and egress arrangements, it is anticipated that fuel and retail deliveries will replicate the former operation of the site, with a daily retail delivery of fresh produce and oil tanker deliveries as and when required.



- 3.1.2 The delivery vehicle arrangement will involve the vehicle parking on the oil tanker parking area, with cages subsequently offloaded and transported into the kiosk. Deliveries to the petrol station shop will not coincide as the shop will use a single supplier for all shop stock. However, the applicant is willing to accept a condition that requires the forecourt to close whilst deliveries are made to the shop. A delivery time of 10 minutes is assumed based on operations elsewhere, as all stock is delivered in cages, meaning the cages are wheeled into the store for breaking down in-house later.
- 3.1.3 Refuse collection would be carried out periodically by a private commercial waste collector typically using a 10m long refuse vehicle. This would also use the same parking area at the front of the site, with bins transported to the vehicle.
- 3.1.4 The following table outlines the anticipated schedule of deliveries for the envisaged delivery and collections:

Table 1: Delivery and Servicing Schedule

Proposed Use	Vehicle Type	Approximate Delivery Rate & Delivery Hours	Additional Details
Petrol Filling Station Kiosk (perishables)	10m rigid vehicle	Daily, between 06.00-20.00 (preferable for deliveries to take place)	Timed to avoid peak times where feasible. Drivers phone the store in advance to advise of delivery time to ensure no conflict with other delivery vehicles. Deliveries include milk, bread and other fresh produce. Deliveries take approx. 10 minutes.
Petrol Filling Station Kiosk (non-perishables)	10m rigid vehicle	Twice weekly, between 06:00-20:00	Timed to avoid peak times where feasible. Drivers phone the store in advance to advise of delivery time to ensure no conflict with other delivery vehicles. Deliveries take approx. 10 minutes.
Fuel Deliveries	Oil tanker	Twice weekly nighttime delivery, between 06:00-20:00	Timed when roads are clearly quieter. Drivers phone the store in advance to advise of delivery time to ensure that the relevant arrangements can be made in anticipation, thereby ensuring safe and efficient operation. The fuel pumps shall close for the duration of a fuel delivery, but the kiosk/shop will remain open. Deliveries take approx. 45 minutes. A banksman will assist the vehicle leaving the site.



Refuse collection	10m long refuse vehicle	Twice Weekly Between 08.00-17.00	Timed to avoid peak times where feasible. Drivers phone the store in advance to advise of collection time to ensure no conflict with delivery vehicles. Refuse collections are likely to be undertaken by a private contractor typically using a 10m long refuse vehicle. Collections take approx. 5 minutes. Contracted by a private collection company (at the time of writing this is DSP).
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3.2 **Swept-Path Assessment**

3.2.1 As previously stated, in terms of frequency, deliveries to a unit of this size would be limited to one daily delivery via a rigid truck and infrequent kiosk and fuel deliveries.

3.2.2 A swept-path assessment has been undertaken of the site access/egress and internal arrangements for an oil tanker, as the largest anticipated service vehicle, a 10m rigid for retail deliveries, a 10m long refuse vehicle, typically used by a private commercial waste collector. The swept path analysis is shown on **DTA Drawing 26234-05b** within the DSP.

3.2.3 The assessments demonstrate the following:

- All service and delivery vehicles associated with the operations are able to access and egress in forward gear;
- The rigid vehicle and refuse vehicle can be accommodated in the proposed parking area without compromise to other vehicles movements.



4.0 DELIVERY AND SERVICING MANAGEMENT

4.1 Site Management Activities

4.1.1 The above movements will be short in duration and infrequent, but will be carefully managed by the operator's management team. To support the deliveries and refuse collections, the following are proposed:

- Temporarily positioning cones within relevant areas of the forecourt;
- Marshalling is to be provided for any reversing manoeuvres, and for oil tanker deliveries leaving the site;
- Site specific advice (i.e. position to unload/load) will be made available to suppliers;
- The timing of arrival of the delivery and servicing vehicles will be prearranged to ensure that the relevant arrangements can be made in anticipation, thereby ensuring safe and efficient operation.

4.2 Site Management Co-ordinator

4.2.1 The DSP could be managed by the occupiers, specifically someone in a senior management position or a third-party consultant, with the authority to deliver the actions set out in this report.

4.2.2 The DSP coordinator will be appointed upon occupation of the development and their contact details provided to the Local Authority for liaison. Their role is to manage the implementation and development of the DSP, and ensure effective delivery and servicing at the development. The role is explained in more detail below:

- Be the direct point of contact for all responsibilities involving delivery and servicing for the site;
- Coordinate with other occupants and tenants on site using the service yard to discuss efficient distribution of deliveries; and
- Liaise with contractors, delivery services and servicing companies to minimise traffic, parking and operations which impact those on site and in the surrounding area.

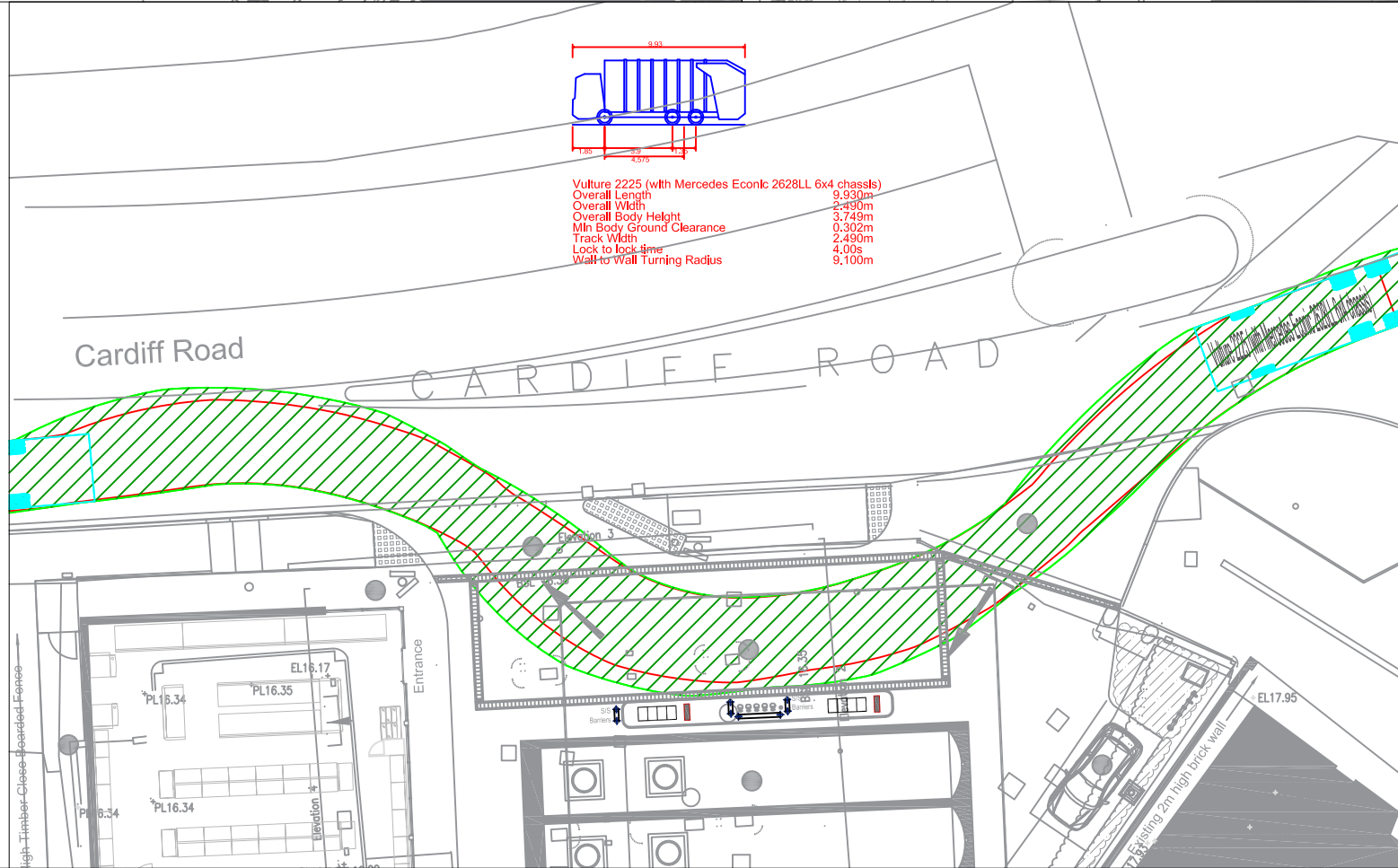
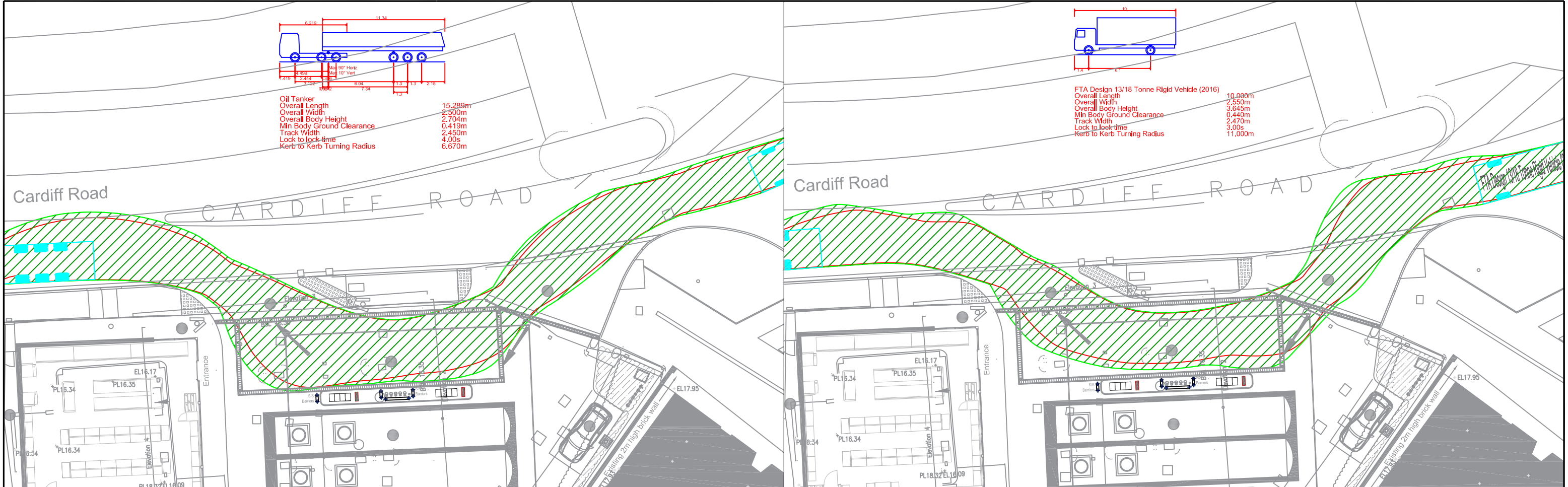
4.2.3 At this stage the DSP coordinator has not been appointed, and so details will be provided to the Council as soon as they are made available.



5.0 REVIEW

- 5.1.1 This plan will be subject to review following occupation of the building. The management team will be required to review internal building arrangements and undertake a risk assessment of delivery and servicing operations once the strategy for the building is finalised.
- 5.1.2 This document can only be varied with the written prior agreement of the planning authority.

Drawings





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