

## **GUIDELINES ON PREPARING TRAFFIC IMPACT ASSESSMENT REPORTS**

### **1. Typical Contents of the Traffic Impact Assessment (TIA) Report**

1.1 The TIA report should contain at least the following information which may be changed or revised (subject to TD's latest requirements and guidelines):

- a) the name of the Agency which the road opening work belongs to;
- b) a serial number of the work for reference;
- c) data of submission;
- d) the name of works agency, i.e. the contractor;
- e) the name and telephone number of the contact person for the TIA;
- f) description of the works including the proposed programme and phasing of the works;
- g) existing street inventory within the Study Area;

The Study Area should be large enough to include all significant impacts of the proposal. At a minimum, the area should include the adjacent traffic signal controlled intersections or the area of influence that the proposed road opening works may have an impact on the existing road networks. The existing street inventory within the Study Area should be recorded in detail. This usually includes street name, number of lanes and lane widths, direction of traffic flows, road markings and traffic aids, geometric and characteristics at critical intersections, existing site access points, right of way and pedestrian facilities.

- h) existing traffic conditions;

Traffic counts should be carried out to obtain traffic flow figures for the TIA. The count should be carried out at the critical peak period. The signal phasing and timing at signalised intersections and the public transport services affected should be included. Pedestrian count should also be required if existing pedestrian facilities are severed.

## i) forecast traffic conditions (if necessary);

The existing traffic conditions can be used for the traffic analysis for road opening works which will be completed within six months from the submission date of the TIA report. For road opening works beyond such period, the future traffic conditions should be estimated by using growth factor method based on historic volume information and existing counts. The Annual Traffic Census Reports published by TD can be used for such purpose. The forecast future traffic conditions can then be applied to the different stages of the implementation of the temporary traffic management measures.

## j) proposed traffic management measures for each stage;

Appropriate temporary traffic management schemes should be devised for the implementation of the road opening works. The various aspects in paragraph 3 below should be followed in proposing traffic management measures.

## k) traffic analysis for each stage;

The traffic analysis should be carried out for the most critical peak period and for different stages of the road opening works. The following items need to be assessed:

- volume/capacity ratios (v/c ratios) of the roads
  - reserved capacities (R.C.) of the road junctions
  - design flow/capacity ratio (DFC) of priority junctions and roundabouts
- The calculation of the v/c ratios, reserve capacities and DFC should be carried out in accordance with the Transport Planning and Design Manual (TPDM) Volumes 2 and 4.

## l) consultation (optional); and

The parties which have been consulted on the proposal should be included here. Examples are the client departments, the HKPF, the public transport operators, District Office etc. Consultation with the Traffic and Transport Committee of the concerned District Boards is normally not needed for minor projects but maybe required at the request of TD or the District Office.

## m) recommendation.

Summery findings and recommendations of the TIA should be given. It should

include a recommended traffic scheme and detailed plans showing the proposed road opening works and the traffic management measures for each stage of the works.

## **2. Procedures**

2.1. Subject to TD's latest requirements, in general one copy of the TIA report should be submitted to the relevant regional office of TD, the HKPF, and the Traffic Control Division (TCD) of TD if the proposed works is within the Area Traffic Control areas.

2.2 The regional office of TD can reject the TIA or approve it with or without conditions. A copy of such notice will be sent to the applicants within reasonable period, normally three weeks from the date of receiving the TIA report for simple cases. For complicated cases, TD may need to liaise with the applicant or other parties and the process will take longer. TD will notify the applicant if the process takes longer than six weeks.

### **3. Issues to be taken into account in preparing traffic management measures:**

#### a) Lighting, signing and guarding of road works

The Code of Practice for the Lighting, Signing and Guarding of Road Works should be followed.

#### b) Pedestrian arrangement

Adequate and safe pedestrian crossing facilities and temporary diversions should be provided.

#### c) Access arrangement

Existing ingress/egress and other vehicular rights of way which may be affected by the project may need to be maintained. Recommended temporary access designs may be required.

#### d) Parking

Extent of on street parking spaces or other off street parking facilities affected by the works should be identified and consideration should be given as to whether it is necessary to provide alternative parking spaces under the project to supplement the loss of existing provisions.

#### e) Public transport arrangements

Adequate public transport services should be maintained. Schemes of temporary routing and stops should be agreed with the concerned transport operators and TD in advance.

#### f) Servicing arrangement

Extent of existing loading/unloading provisions affected by the works should be identified and consideration should be given as to whether alternative provisions is required.

#### g) Special event arrangement

If there is any special event, such as Race Days, or concerts etc. Then the adequacy or otherwise the deficiencies of the road networks affected by the road opening works should be analysed and checked and taken into account.

#### h) Safety consideration

Due consideration should be given to the safety aspect of all the proposed temporary schemes and measures towards all road users and pedestrians.