

Appendix C

HIGHWAY AGREEMENT SUBMISSION PACKAGES

Application Form for a sc278 Agreement



HIGHWAY WORKS AGREEMENT APPLICATION FORM and SUBMISSION REQUIREMENTS

Return this form to:	Highways Development Management Gloucestershire County Council Shire Hall Gloucester GL1 2TH
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APPLICATION FOR A HIGHWAY WORKS AGREEMENT

I/We hereby make application to the Gloucestershire County Council to enter into a Highway Works Agreement in a form prepared by Gloucestershire County Council in respect of the works, particulars of which are set out below.

I/We hereby undertake to complete expeditiously all matters in my/our control toward the completion of the Highway Works Agreement, which I/we wish to enter into at the earliest opportunity.

I/We confirm that Public Liability Insurance Certificates (current minimum, acceptable to the Authority, is £10,000,000.00) will be provided to the Group Director: Environment prior to commencement of the development to show that the Council's requirements are met in this respect.

I/We confirm that I/we own the land outside the highway boundary required by the Works that are the subject of this application for an agreement.


I/We attach a completed undertaking signed by my solicitor in the form attached and include the title documents that are also referred to in that undertaking.

In the event that you are submitting plans for technical approval: -

I/We hereby attach payment of a non-returnable initial fee of £[] calculated in accordance with attached Schedule. I/We agree that the acceptance by the Council of this payment does not give rise to any obligation on the part of the Council other than to consider this application. I/We understand that the amount of this deposit will be deducted from the amount of administration and inspection fees due payable upon issue of the letter of Technical Approval and before inspections of the Works commence.

I/We hereby undertake to pay immediately upon being requested to do so, the Administration and Inspection charges of the County Council based on the Director's estimate of the cost of constructing the roads and ancillary works. Any costs of Stopping Up or other applicable Orders will be paid by me/us in addition and will be paid on demand and, if requested, paid in advance.

Signed on behalf of the Landowner:	
Position in the Company:	
Date:	

 This information is collected for the administration of Gloucestershire County Council's Highway Development Co-ordination statutory function.
If you have a query or concern regarding this, please ring 01452 426742

PLEASE COMPLETE ALL NON-SHADED AREAS BELOW: -

THE DEVELOPMENT:	
LOCAL PLANNING AUTHORITY REFERENCE FOR DEVELOPMENT:	
DESCRIPTIONS OF THE WORKS:	
LOCATION OF WORKS, INCLUDING NAME OF: (A) TOWN OR VILLAGE; (B) PARISH	
NAME OF DEVELOPMENT/ESTATE:	
PHASE NAME/NO. (IF APPLICABLE):	
OWNERSHIP DETAILS:	
FULL NAME(S) OF LANDOWNER/DEVELOPER: (WHERE THE LANDOWNER IS A FIRM, PLEASE STATE SEPARATELY THE FULL NAME AND ADDRESS OF EACH PARTNER AND THE NAME OF THE FIRM)	
LANDOWNER'S/DEVELOPER'S ADDRESS FOR CORRESPONDENCE (INCLUDING REFERENCE):	
ADDRESS OF LANDOWNER'S/DEVELOPER'S REGISTERED OFFICE IF THE LANDOWNER/DEVELOPER IS A LIMITED COMPANY:	
SURETY DETAILS:	
FULL NAME OF THE PROPOSED SURETY (WHICH SHOULD BE ONE OF THE MAJOR CLEARING BANKS OR AN INSURANCE COMPANY WHICH IS A MEMBER OF THE BRITISH INSURANCE ASSOCIATION OR OTHER SURETY APPROVED BY THE COUNTY COUNCIL):	
ADDRESS OF SURETY'S REGISTERED OFFICE (USUALLY THE HEAD OFFICE) AND REFERENCE (IF APPLICABLE):	
ADDRESS FOR CORRESPONDENCE WITH SURETY (USUALLY THE BRANCH OFFICE) AND REFERENCE:	



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SOLICITORS DETAILS:	
IF THE DEVELOPER/LANDOWNER INTENDS TO INSTRUCT SOLICITORS, PLEASE GIVE THE FULL NAME AND ADDRESS OF THE FIRM TO BE INSTRUCTED (PLEASE ENSURE THAT THE ATTACHED LETTER IS HANDED TO THEM – OTHERWISE PROGRESSION OF YOUR APPLICATION MAY BE DELAYED):	
SOLICITOR'S REFERENCE AND/OR NAME OF INDIVIDUAL SOLICITOR DEALING	

GUIDANCE NOTES:
 This application should be submitted in accordance with the procedures described in the County Council's publication Manual for Gloucestershire Streets (including all supplements and guidance notes published by the Council to the date hereof). A copy of this document is available on Gloucestershire County Council's website.


CHECKLIST:

You should ensure that provided with this application form in pdf format on a CD are the following: -

- Location plan to scale of 1/2500
- Site plan with a red line around boundary to a scale of between 1/1250 – 1/500
- Legal agreement plan, coloured in accordance with the **Key** attached to this Appendix
- All other relevant construction and layout drawings

You will also be required to provide: -

- The initial fee, (If you are now submitting plans for technical approval) calculated in accordance with the Fee Schedule in the Manual, preferably by bank transfer, contact the Development Management Team for GCC bank details. When using bank transfers please advise this office when the transfer has been sent, and please quote the planning application it refers to. If you choose to send a cheque please make it payable to Gloucestershire County Council.


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**GLOUCESTERSHIRE COUNTY COUNCIL
HIGHWAYS DEVELOPMENT MANAGEMENT**

**Health and Safety File
Principle Designer
Details**

CDM Co-ordinator Details

Name:

Company:

Address:

.....

Signed:

Date:



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HIGHWAY AGREEMENT SUBMISSION PACKAGES

Application Form for a Dedication Agreement



DEDICATION AGREEMENT APPLICATION FORM and SUBMISSION REQUIREMENTS

Return this form to:	Highways Development Management Gloucestershire County Council Shire Hall Gloucester GL1 2TH
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APPLICATION FOR A DEDICATION AGREEMENT

I/We hereby make application to the Gloucestershire County Council to enter into a Dedication Agreement in a form prepared by Gloucestershire County Council in respect of the works, particulars of which are set out below.


I/We hereby undertake to complete expeditiously all matters in my/our control toward the completion of the Dedication Agreement, which I/we wish to enter into at the earliest opportunity.

I/We confirm that I/we own the land outside the highway boundary required by the Works that are the subject of this application for an agreement.

I/We attach a completed undertaking signed by my solicitor in the form attached and include the title documents that are also referred to in that undertaking.

I/We hereby undertake to pay immediately upon being requested to do so, the Administration charges of the County Council.

Signed on behalf of the Landowner:	
Position in the Company:	
Date:	

 <p>This information is collected for the administration of Gloucestershire County Council’s Highway Development Co-ordination statutory function. If you have a query or concern regarding this, please ring 01452 426742.</p>
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PLEASE COMPLETE ALL NON-SHADED AREAS BELOW: -

THE DEVELOPMENT:	
LOCAL PLANNING AUTHORITY REFERENCE FOR DEVELOPMENT:	
DESCRIPTIONS OF THE WORKS:	
LOCATION OF WORKS, INCLUDING NAME OF: (A) TOWN OR VILLAGE; (B) PARISH	
NAME OF DEVELOPMENT/ESTATE:	
PHASE NAME/NO. (IF APPLICABLE):	
OWNERSHIP DETAILS:	
FULL NAME(S) OF LANDOWNER/DEVELOPER: (WHERE THE LANDOWNER IS A FIRM, PLEASE STATE SEPARATELY THE FULL NAME AND ADDRESS OF EACH PARTNER AND THE NAME OF THE FIRM)	
LANDOWNER'S/DEVELOPER'S ADDRESS FOR CORRESPONDENCE (INCLUDING REFERENCE):	
ADDRESS OF LANDOWNER'S/DEVELOPER'S REGISTERED OFFICE IF THE LANDOWNER/DEVELOPER IS A LIMITED COMPANY:	



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SOLICITORS DETAILS:	
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<p>SOLICITOR'S REFERENCE AND/OR NAME OF INDIVIDUAL SOLICITOR DEALING</p>	

GUIDANCE NOTES:
 This application should be submitted in accordance with the procedures described in the County Council's publication Manual for Gloucestershire Streets (including all supplements and guidance notes published by the Council to the date hereof). A copy of this document is available on Gloucestershire County Council's website.


CHECKLIST:

You should ensure that provided with this application form in pdf format on a CD are the following: -

- Location plan to scale of 1/2500
- Site plan with a red line around boundary to a scale of between 1/1250 – 1/500
- Legal agreement plan, coloured in accordance with the **Key** attached to this Appendix
- All other relevant construction and layout drawings

You will also be required to provide: -

- The initial fee, (If you are now submitting plans for technical approval) calculated in accordance with the Fee Schedule in the Manual, preferably by bank transfer, contact the Development Management Team for GCC bank details. When using bank transfers please advise this office when the transfer has been sent, and please quote the planning application it refers to. If you choose to send a cheque please make it payable to Gloucestershire County Council..

 <p style="margin: 0;">This information is collected for the administration of Gloucestershire County Council's Highway Development Co-ordination statutory function. If you have a query or concern regarding this, please ring 01452 426742.</p>
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HIGHWAY AGREEMENT SUBMISSION PACKAGES

Submission Requirements for Technical Approval



HIGHWAY WORKS AGREEMENT SUBMISSION REQUIREMENTS FOR TECHNICAL APPROVAL

A cheque to the value of the initial non-returnable deposit, calculated in accordance with the attached Schedule, made payable to Gloucestershire County Council, is required with your submission. This is not an extra charge, but it is a non-returnable advance payment that will be deducted from the invoice for inspection fees that are due after technical approval has been given.

Failure to provide adequate and essential information will result in your submission being rejected and therefore delays in you obtaining technical approval on the basis that the information supplied is incomplete or the design contains technical omissions. The highway design should comply with the following as appropriate:

Gloucestershire County Council's document "Manual for Gloucestershire Streets".

Manual for Streets published for the Department of Transport.

Design Manual for Roads and Bridges published by HMSO.

Attached is a list of the information you are required to provide to allow us to carry out the necessary checks before technical approval can be given.

Please note that once technical approval has been granted under the terms of the relevant agreement a programme of works and copy of the employers liability insurance will be required prior to agreement of any works commencing on the public highway.

Should you need to carry out works within the Public Highway to form an access into the new development before a Section 38 Agreement is completed then you will need to apply for a Highway Works Agreement.

If you have any queries regarding your technical submission please contact:-

Highway Development Management

Tel: 01452 425686 and ask for the Highway legal Agreements Team

e-mail: highwaylegalagreements@gloucestershire.gov.uk

Website: www.gloucestershire.gov.uk

SCHEDULE OF INITIAL FEES AND CHARGES

The Council will seek to re-coup costs associated with the officer time and administrative costs required to enter into Legal Agreements, review Highway Works submissions with a view to issuing Technical Approval, provide transport data to assist with the preparation of Transport Assessment and Travel Plans, and the supervision and monitoring of Highway Works construction and Travel Plan implementation.

Details of these fees and charges are included below. These will be periodically reviewed and updated as necessary to reflect the costs associated with providing this service.

INITIAL FEE REQUIRED AT THE TECHNICAL SUBMISSION STAGE FOR HIGHWAY WORKS AGREEMENTS

Estimated Cost of Highway Works	Initial Fee Required
Up to £50,000	£1,000
£50,001 to £200,000	£2,000
£200,001 to £500,000	£5,000
£500,001 to £2,000,000	£10,000
Above £2,000,000	£30,000

Note: no work will be carried out on a technical submission until these fees have been received.

PACKAGE REQUIREMENTS - All documents to be provided on a CD; all files to be in .pdf and .dwg formats.

1. General

- 1.1 Location plans at 1:1250 and 1:2500 scales
- 1.2 Engineering layout plan (including north point) at 1:500 scale (See Information Requirements below)
- 1.3 Engineering layout plan (including north point) at 1:200 scale showing spot levels at 2m centres along the centre line and channels of all road junctions
- 1.4 Engineering layout plan showing designed flood routing through the site.
- 1.5 Longitudinal section drawing.
- 1.6 Construction detail drawings
- 1.7 Completed application form for agreement.
- 1.8 Landscaping layout plans and details at 1:500 scale
- 1.9 Stage 2 Road Safety and Non Motorised Users Audits including Designer's Response and Exception Reports.

2. Legal

- 2.1 Legal layout drawing at 1:500 scale. These should show the extent of all of the adoptable works coloured in accordance with the attached Key.
- 2.2 Office copy of Land Registration Title

3. Street Lighting

- 3.1 Street lighting design calculations (overlaid onto a copy of the engineering layout plan for conflict areas)
- 3.2 Specification of street lighting equipment (including column and luminaire types)
- 3.3 Specification of electrical supplies. In the case of IDNO's emergency call out processes contact numbers for faults/new services, schedule of rate items and costs e.g. DNO/IDNO or private GCC services)

3.4 Details of integration with previous/future development phases and/or existing highway lighting (to include column, lantern and electricity supply types as well as locations)

4. Fees

4.1 Non-refundable initial fee in accordance with the attached Schedule – made payable to Gloucestershire County Council

5. Works in the Existing Public Highway

Should you need to carry out works within the Public Highway to form an access into the new development before a Section 38 Agreement is completed then you will need to apply for a Section 111 Agreement. In the case of a Section 111/106/278 agreement any works on the public highway will require the following additional information to be included in the submission.

5.1 Estimated cost of works

5.2 Copy of Planning Permission

6. Traffic Signals / Signal Controlled Pedestrian Crossing

6.1 A Traffic Signal and Pedestrian Crossing developers pack should be obtained from Gloucestershire County Council on 01452 425607.

6.2 Drawing showing all technical information omitted (such as ducts, draw pits, covers, wiring and reference to electrical apparatus). The drawing should simply show signal poles, tactile paving, signal heads, pedestrian heads, stop lines, zig-zag markings and dropped kerbs. This is to enable the crossing to be advertised in accordance with County Council procedures.

7. Roundabouts

7.1 Entry path curvature details

8. Junctions

8.1 Capacity analysis (e.g. PICADY, ARCADY, LINSIG)

9. Traffic Orders

9.1 Details of any traffic orders required – please note there will be an additional charge for consultation, advertising and making of the TRO

10. Signs

10.1 Details of any direction signs (e.g. legend, x-ht, materials, posts)

Designers are required to plan and develop the processes for product realisation in accordance with DMRB Volume 0 Section 2 Part 1 GD 02/08.

Product delivered will typically include surveys, reports, approval in principle documents, design risk assessments, requests for departures from standards (this should include the designer’s explanation why compliance with the standards can not be achieved), drawings, specifications, calculations, bills of quantities, various forms of certification and like items.

INFORMATION REQUIREMENTS

ANY RELAXATIONS AND DEPARTURES FROM NATIONAL OR LOCAL STANDARDS MUST BE SET OUT IN AN EXCEPTION REPORT AND BE FULLY JUSTIFIED

11. ENGINEERING LAYOUT DRAWING

11.1 Road and footway widths

11.2 Road identification: Road 1, Road 2 etc

11.3 Proposed road type (refer to MfGS).

11.4 Chainage points (every 20m).

11.5 Forward visibility

11.6 Junction visibility

11.7 Pedestrian crossings points at junctions.

11.8 Turning head dimensions

11.9 Junction radii.

11.10 Spot levels at 2m centres on a 1:200 plan of the centre line and channels of all road junctions.

11.11 Signing, white lining, symbol markings of cycleways, including diagram numbers and tactile paving.

11.12 White markings to road junction, including diagram numbers.

11.13 Driveway, crossover points and spot levels where crossovers meet private drives

11.14 Details of gateway features into Shared Surface areas

11.15 House floor levels

11.16 Total number of plots

11.17 Plot numbers

11.18 Proposed traffic calming measures including signing.
Please note that the roads should be designed to avoid the need
for any vertical traffic calming

11.19 Existing services.

11.20 Gully positions and gully catchment areas

11.21 Drainage details including calculations for highway drainage
that exceeds 650msq

11.22 Identification of any existing public footpath or bridleway for
diversion or stopping up

11.23 Details of compliance with any verge or service strip requirements

11.24 "Highway Boundary" marker block locations

11.25 Proposed Utility Service crossing locations

11.26 Subway, bridge, retaining wall or outfall locations including any
necessary consents.

11.27 Tracking for largest vehicle expected to access

11.28 Flood routing

12. LONGITUDINAL SECTION DRAWING

12.1 Existing ground levels

12.2 Centre line levels

12.3 Left and right channel levels

12.4 Chainages

12.5 Vertical alignment

12.6 Horizontal alignment

13. HIGHWAY CONSTRUCTION DETAIL DRAWING

- | | | |
|-------|---|--------------------------|
| 13.1 | Road construction for each road type used including any pavement design calculation if not in accordance with MfGS | <input type="checkbox"/> |
| 13.2 | Footway construction. . | <input type="checkbox"/> |
| 13.3 | Cycleway construction | <input type="checkbox"/> |
| 13.4 | Gully pot and gully cover and frame details and specifications.
Pedestrian style covers to be used in Share Surfaced roads | <input type="checkbox"/> |
| 13.5 | Marker block detail, (HIGHWAY BOUNDARY) stamped in surface. | <input type="checkbox"/> |
| 13.6 | Gully connection method | <input type="checkbox"/> |
| 13.6 | Traffic calming details as appropriate | <input type="checkbox"/> |
| 13.7 | Subway, bridge or retaining wall details if and where applicable | <input type="checkbox"/> |
| 13.8 | Verge treatment | <input type="checkbox"/> |
| 13.9 | Material colours. | <input type="checkbox"/> |
| 13.10 | Gateway features including any structural calculations if required | <input type="checkbox"/> |
| 13.11 | Trees, including details of tree pits, guards and grilles | <input type="checkbox"/> |

14. STRUCTURES

Approval in Principle (AIP) for all adoptable structures. To assist in identifying whether a structure requires AIP please see MfGS.

15. As Built Drawings

The as-built plan must include the following information and be coloured in accordance with the Key:

- Chainage points
- North point
- Postal numbers
- Road names
- Road signs – please specify if illuminated or non-illuminated
- Traffic bollards – please specify if illuminated or non-illuminated
- Highway trees
- Structures (culverts, bridges, retaining walls etc)

KEY



Title line

(solid red line)



Carriageway

(extent coloured brown)



Existing highway

(extent coloured pink)



Footway/footpath/cycleway

(extent coloured blue)



Highway verge

(extent coloured green)



Highway drain

(solid purple line)



Storm water sewer

(dashed blue line)



Foul sewer

(dashed brown line)



Combined sewer

(dashed red line)



Streetlight

(red dot)



Drainage/lighting easement

(extent coloured yellow)

HIGHWAY AGREEMENT SUBMISSION PACKAGES

Application Form for a sc50 Licence

Submission Requirements

SECTION 50 LICENCES (PRIVATE APPARATUS)

APPLICATION FORM and SUBMISSION REQUIREMENTS

Return this form to:	Highways Development Management Gloucestershire County Council Shire Hall Gloucester GL1 2TH
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APPLICATION FOR A SECTION 50 LICENCE

I/We hereby make application to the Gloucestershire County Council to enter into a Section 50 Licences under the New Roads and Street Works Act in a form prepared by Gloucestershire County Council in respect of the private apparatus to be located under future public highway, particulars of which are set out below.

I/We hereby undertake to complete expeditiously all matters in my/our control toward the completion of the Licence, which I/we wish to enter into on adoption of the highway.

I/We attach a completed undertaking signed by my solicitor in the form attached and include the title documents that are also referred to in that undertaking.

Signed on behalf of the Landowner:	
Position in the Company:	
Date:	



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PLEASE COMPLETE ALL NON-SHADED AREAS BELOW: -

THE DEVELOPMENT:	
LOCAL PLANNING AUTHORITY REFERENCE FOR DEVELOPMENT:	
DESCRIPTIONS OF THE WORKS:	
LOCATION OF WORKS, INCLUDING NAME OF: (A) TOWN OR VILLAGE; (B) PARISH	
NAME OF DEVELOPMENT/ESTATE:	
PHASE NAME/NO. (IF APPLICABLE):	
OWNERSHIP DETAILS:	
FULL NAME(S) OF LANDOWNER/DEVELOPER: (WHERE THE LANDOWNER IS A FIRM, PLEASE STATE SEPARATELY THE FULL NAME AND ADDRESS OF EACH PARTNER AND THE NAME OF THE FIRM)	
LANDOWNER'S/DEVELOPER'S ADDRESS FOR CORRESPONDENCE (INCLUDING REFERENCE):	
ADDRESS OF LANDOWNER'S/DEVELOPER'S REGISTERED OFFICE IF THE LANDOWNER/DEVELOPER IS A LIMITED COMPANY:	



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SOLICITORS DETAILS:	
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<p>SOLICITOR'S REFERENCE AND/OR NAME OF INDIVIDUAL SOLICITOR DEALING</p>	

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CHECKLIST:

You should ensure that provided with this application form in pdf format on a CD are the following: -

- Location plan to scale of 1/2500
- Site plan with a red line around boundary to a scale of between 1/1250 – 1/500
- Legal agreement plan, coloured in accordance with the **Key** attached to this Appendix
- All other relevant construction and layout drawings

You will also be required to provide: -

- The fee of £100 preferably by bank transfer, contact the Development Management Team for GCC bank details. When using bank transfers please advise this office when the transfer has been sent, and please quote the planning application it refers to. If you choose to send a cheque please make it payable to Gloucestershire County Council.

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HIGHWAY AGREEMENT SUBMISSION PACKAGES

Application Form for a sc184 Permission

SECTION 184 PERMISSION (CONSTRUCTION OF A VEHICULAR CROSSING OVER A FOOTWAY OR VERGE)

APPLICATION FORM and SUBMISSION REQUIREMENTS

Return this form to:	Highways Development Management Gloucestershire County Council Shire Hall Gloucester GL1 2TH
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APPLICATION FOR A SECTION 184 PERMISSION

I/We hereby make application to the Gloucestershire County Council for a Sc18 Permission under the Highways Act in a form prepared by Gloucestershire County Council in respect of the construction of a vehicular crossing over a footway or verge on existing public highway, particulars of which are set out below.

I/We hereby undertake to complete expeditiously all matters in my/our control toward the issuing of the Permission.

Signed on behalf of the Landowner:	
Position in the Company:	
Date:	



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FULL NAME(S) OF LANDOWNER/DEVELOPER: (WHERE THE LANDOWNER IS A FIRM, PLEASE STATE SEPARATELY THE FULL NAME AND ADDRESS OF EACH PARTNER AND THE NAME OF THE FIRM)	
LANDOWNER'S/DEVELOPER'S ADDRESS FOR CORRESPONDENCE (INCLUDING REFERENCE):	
ADDRESS OF LANDOWNER'S/DEVELOPER'S REGISTERED OFFICE IF THE LANDOWNER/DEVELOPER IS A LIMITED COMPANY:	

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- Site plan with a red line around boundary to a scale of between 1/1250 – 1/500
- Construction and layout drawings

You will also be required to provide: -

- The fee of £165 preferably by bank transfer, contact the Development Management Team for GCC bank details. When using bank transfers please advise this office when the transfer has been sent, and please quote the planning application it refers to. If you choose to send a cheque please make it payable to Gloucestershire County Council.



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