The information requested in this form will be used in preparation of a draft Section 38 Agreement.

Development Details

|  |  |
| --- | --- |
| Planning Permission Number |  |
| Parish |  |
| Location |  |
| Six Figure National Grid Reference |  |
| Development Name |  |
| Anticipated Commencement Date |  |
| Anticipated Completion Date |  |

|  |  |
| --- | --- |
| Name of Developer (In Full) |  |
| Address |  |
| Postcode |  |
| Contact Name |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Developer’sInvoicing details (for Commuted Sum): |  |
| Company name and address |  |
| Accounts payable telephone and email |  |
| VAT registration number |  |
| Company registration number |  |

|  |  |
| --- | --- |
| Developer’s Legal Representative |  |
| Address |  |
| Postcode |  |
| Contact Name |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Developer’s Agent/Consultant |  |
| Address |  |
| Postcode |  |
| Contact Name |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Bondsman details |  |
| Bondsman Company Registration number |  |

|  |  |
| --- | --- |
| Name of owner of title of the land to be dedicated as Highway |  |
| Address |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Is there an s106 for this development? If so, provide a copy |  |
| Is OCC party to this agreement? |  |
| Are there any Section 106 obligations relating to the construction of The Highway Works? If so, provide description of works required. |  |

|  |
| --- |
| Once the application has been assessed and accepted as complete by the Highway Agreements Coordinator, the 10% monitoring and inspection fee will be calculated. The 10% monitoring and inspection fee is payable prior to the application being processed and allocated to an engineer.  The section 38 adoption plan will be used to calculate the preliminary cost of works. This to include 7.5% preliminary items and 20% contingency cost. The monitoring and inspection fee shall be calculated as 10% of this total cost.  To enable the monitoring and inspection fee to be calculated accurately we require a schedule of items for all the proposed S38 works.  Please complete ethe schedule attached.    A minimum monitoring and inspection fee of £2,651 is payable.  All payments must be paid by BACS (Details below). |
| Estimated cost of works including utility diversions (must be provided).  Application will not be considered without this information - £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

BACS Details – Sort Code: 30-00-02, Bank Account: 00162197

The final monitoring and inspection fee amount will be calculated on the technically approved suite of drawings, if this indicates a refund this will be processed accordingly. Any increase in the monitoring and inspection fee must be paid before the technical audit certificate is issued.

**Please Note –**

A legal cost undertaking will be required for the agreement; this is in addition to the inspection fees identified above.

For all electrical equipment within the highway or that is proposed for adoption by OCC a District Network Operator (DNO) connection is required. If a DNO is not achievable then alternative connections will need to be explored that will require OCC approval and accrue an additional Commuted Sum.

Residential roads that are subject to 20mph speed limits will need the TRO order completed and works implemented in advance of the Section 38 Practical Completion Certificate being issued. Please Note – the TRO order cannot be progressed until the roads are accessible to the public.

**DECLARATION** (This section must be signed by the Developer/Owner)

I/We have read the following notes attached to this form and agree to comply with the requirements contained therein.

(Tick to confirm)

* Detailed design Submission requirements
* Noise Survey Requirements
* Key Stages of Site Inspections Info Sheet
* Testing Requirements

I/We undertake that the developer will meet all reasonable costed incurred by Oxfordshire County Council in the preparation of the agreement and, in the event of an agreement not being completed, to pay Oxfordshire County Council all reasonable expenses incurred in any abortive works.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Must have appropriate Authorisation)

Completed form to be returned to: highwayagreements@oxfordshire.gov.uk

**Detailed design submission requirements**

**Important Note** – All items must be supplied with initial submission. Failure to do so will result in the application being returned.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Drawings**  (Where PDFs are provided, they are to be titled with the drawing number and named as detailed below) | **Supplied** | **Comments** |
|  | **Copy of Planning Permission**  Planning consent to include all outline, full and reserved matters planning consents relevant to the scheme. |  |  |
|  | **Copy of S106 agreement**  Please provide any associated highway works plans. |  |  |
|  | **Location Plan**  Planning application redline boundary clearly identifying the site in the wider Oxfordshire geographical area. |  |  |
|  | **Copy of Highway Records Plan**  Plan confirming the site location and existing highway boundary extent. This to be obtained from OCC’s Highway Records team, please contact: [highway.records@oxfordshire.gov.uk](mailto:highway.records@oxfordshire.gov.uk) |  |  |
|  | **Section 38 Legal Plan**  Drawing identifying adoptable areas. Colours are to comply with [Colouring for Legal Plans](https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/ColouringLegalPlansInfoSheet.pdf) Info Sheet   * Include existing OS mapping for the surrounding areas and road names for identification purposes * Plan to be mapped on an OS base and grid, with relevant coordinates located on the gridlines and not a specific point * Plan to be orientated North (where possible) with North point shown * Purple line denoting the existing Highway Boundary (accurate boundary to be confirmed throughOCC’s Highway Records teamhighway.records@oxfordshire.gov.uk) * Red line around all areas to be adopted (including vision splays, clearance and vegetation works) * Brown shading for adoptable carriageways. * Grey shading for adoptable footways. * Magenta shading for adoptable cycleway /shared use * Green shading for adoptable grass verge * Darker green for adoptable landscaping (including adoptable trees) * Adoptable drainage to be shown in blue * Drainage easements to be coloured yellow (to extend 3m either side of the pipe and 3m past the point discharge) * Pond discharge easements to be hatched a darker blue (to include the entire pond and extend 3m beyond the embankments). If a pond discharge easement is relevant, an access route and easement will be required * Adoptable electrical equipment to be illustrated in red * Adoptable Retaining Wall to be shown in dark yellow * Private infrastructure is to be shown in black * Any minor highway works to be shaded pink. * Any adoptable maintenance stripes or verges to be clearly dimensioned or/and added to the key.   **Adoptable** Trees (only)   * An abbreviation of the tree species noted on the tree symbol and crossed referenced in a tabulated format providing specification, height, girth and quantity. |  |  |
|  | **General Arrangement**  Drawing requirements:   * North point * Key identifying all aspects of the works * Junction and forward visibility splays clearly denoting the value at the required standard * All proposed works and features to be shown in black (including road markings) * Existing layout and features to be in grey * All proposed drainage to be shaded blue * Chainage to be provided |  |  |
|  | **Land Registry Title & Plan** |  |  |
|  | **Highway Longitudinal Sections**  Drawing requirements:   * Existing ground level * Chainage * Alignment level * Gradients shown as a ratio on the long section * K values to be clearly marked * Vertical alignment * Horizontal alignment * Crest and sags to be clearly marked * Key to be provided clearly denoting existing and proposed alignment levels * Surface water and foul drainage to be shown (gradients to be provided on the pipes between manholes). |  |  |
|  | **Separate Road Safety Audit 1 & 2**   * Ensure the RSA reviews the full suite of drawings and identified in the report. * Provide adesigner’s response report * Must be carried out in accordance with GG119 * The audit is to include consideration to the accident data (five years) and speed survey results (if relevant) * All sections of the audit are to be completed before submitting to OCC. For example, auditor’s acceptance of the designer response to their recommendations |  |  |
|  | **Roundabout if applicable**   * Provide all information for the roundabout in a tabulated format (see example) * Ensure all dimensions are included on the drawing, illustrating all widths for roundabout, carriageway, footways, verges etc * Provide a departures and relaxation report regardless if any are identified, this is to provide an audit trail. |  |  |
|  | **Noise Survey**  Refer to Highway Agreements website for noise survey information sheet (link to information sheet below). |  |  |
|  | **Approved Planning Layout**   * Red line planning application boundary around location * Updated in line with planning consent obligations * Drawing scale 1:1250 |  |  |
|  | **Approved Landscaping Plan**   * Tree species schedule for trees to be planted and proposed for adoption must be provided. * Latitude and Longitude coordinates provided for each new or existing tree location proposed for adoption. * Detailed planting specification for all new tree planting proposed for adoption. * Existing trees outlined and scheduled that are retained throughout the development plan that have the potential to be adopted. |  |  |
|  | **Signs and Lines Plan and Schedule**   * Signing and lining plan with TSRGD referencing * Imagine of sign illustrated on plan in the proposed locations * As separate TRO and consultation plan may be required depending on proposed works * A general note to be included stating all existing lining to be refreshed within the vicinity of the works * Provide bollard and signpost foundation construction details |  |  |
|  | **Highway Cross Sections**   * To include gradients (in a ratio format not as a percentage) * Dimensions required * Illustrate existing and proposed highway boundary with a purple line * Cross sections to illustrate tie-in to private boundaries |  |  |
|  | **Swept Path Analysis**   * OCC require a swept path analysis for an 11.6m in length refuse vehicle passing an on-coming or parked family car throughout the layout.  The carriageway will require widening on the bends to enable this manoeuvre * Ensure the direction of movement is clearly illustrated using different colours if required * Other swept path analysis maybe required depending on the usage for example bus/coach and HGVs tracking * Fire tender tracking required |  |  |
|  | **Highway Construction Details Including Drainage**   * Construction details to be provide for all aspects of the adoptable works including fencing, drainage outlet details and any other specialist items |  |  |
|  | **Geotechnical Report**   * Any recommendations and conclusions need to be addressed with a designer response |  |  |
|  | **Existing Services Plan**   * Provide details of all diversions |  |  |
|  | **Proposed Combined Service Layout Plan**   * Ensure all utilities are illustrated in accordance with NJUG |  |  |
|  | **Drainage Layout Plan**   * Existing drainage annotated and shown in grey * Proposed drainage to be shown in blue * Foul drainage to be shown in brown * Provide S104 Certificate and approved drawings * Contouring levels to be shown * All SUDS features to be detailed |  |  |
|  | **Drainage Long Sections**   * Foul drainage and manholes to be shown * Identify any areas of concrete cover required |  |  |
|  | **Drainage Calculations and Schedule**   * Please provide information in a PDF format |  |  |
|  | **Surface Water Catchment Area Plan**   * Use different colored lines or shading to demonstrate the adoptable catchment area draining into adoptable gullies * Include over land flood route arrows |  |  |
|  | **Manhole Schedule**   * Depth of cover level to invert and soffit level of pipes * Identify any areas of concrete cover required * Confirm manhole specification/type |  |  |
|  | **Soakaway Schedule**   * Provide soakage test results |  |  |
|  | **Levels and Contour**   * Existing levels to be shown grey * Alignment level of footway (front and back) and carriageway (channel and centerline) to be demonstrated in black on * Clearly illustrate the location of levels * Levels on private land to be provided on the threshold of the Highway boundary * Embankment gradients to be added * Gradient arrows to be provided on the footway and carriageway * If applicable, retaining wall locations and heights to be illustrated and confirming as to whether retaining the proposed Highway |  |  |
|  | **Street Lighting Design**   * Street lighting layout plan identifying street lighting spread * Street light design calculations |  |  |
|  | **Material Testing**   * Ensure all material testing records are kept for review for every stage of the construction |  |  |

**LINKS TO INFORMATION SHEETS**

[Requirements for Fill Material in Adopted Highway Info Sheet](https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/RequirementsforFillMaterialinHighwaysforAdoption.pdf)

[Noise Survey Info Sheet](https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/NoiseSurveyS38_278InfoSheet.pdf)

[Colouring for Legal Plans](https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/ColouringLegalPlansInfoSheet.pdf)

[Key Stages For Site Inspections Info Sheet](\\\\oxfordshire\\Transport & Highways\\6. Policy and Strategy\\Road Agreements\\Process & Templates Folder\\Process & Template\\2. Construction\\Info Sheets\\Key Stages for Site Inspections .pdf)

[Section 184 and 278 comparison Information Sheet](https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-major-projects/section184and278comparisoninformationsheet.pdf)

[Traffic signal Requirements Info Sheet](https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-policies-and-plans/trafficsignalrequirementsinfosheet.pdf)

[Tree Policy for Oxfordshire](https://www.oxfordshire.gov.uk/sites/default/files/file/countryside/TreePolicyforOxfordshire2022.pdf)

**Streetworks Contact Emails**

[Roadspacebooking@oxfordshire.gov.uk](mailto:Roadspacebooking@oxfordshire.gov.uk)

[Roadopeningsandsection50@oxfordshire.gov.uk](mailto:Roadopeningsandsection50@oxfordshire.gov.uk)