

Worcestershire County Council

HIGHWAYS ACT 1980

SECTION 278 AGREEMENT APPLICATION FORM

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

1, Development Details	
Planning Permission Ref:	
Parish:	
Location:	
6 Figure National Grid Reference:	
Development Name:	
Anticipated Commencement Date:	
Anticipated Completion Date:	

2, Name of Developer (In Full)	
Address:	
Postcode:	
Contact Name:	
Telephone Number:	
Email Address:	

3, Developer's Legal Representative (Optional)	
Address:	
Postcode:	
Contact Name:	
Telephone Number:	
Email Address:	

4, Developer's Agent/Consultant	
Address:	
Postcode:	
Contact Name:	
Telephone Number:	
Email Address:	

5, CDM Coordinator (Optional)	
Address:	
Postcode:	
Position in Company:	
Telephone Number:	
Email Address:	

6, Name of owner of title of land to be dedicated as Highway	
Address of Land Owner:	
Postcode:	
Telephone Number:	
Email Address:	

7, Supporting Documentation	Attached
The following documents must be submitted with the completed application form:	
General:	
Highway Design Report (See Streetscape Design Guide - Paragraph 6.5 for details)	
A copy of the Planning Approval Decision Notice	
Electronic copies of Transport Assessment and associated capacity assessments approved at the planning stage	
A location plan, at scale 1:1250	
Details of any residential properties likely to result in Part 1 claims or noise insulation as part of Land Compensation Act	
Confirmation of all structures that are proposed within 4 metres of the highway. A fee proposal will be provided by WCC for checking and approval of these structures, to be undertaken by Jacobs on behalf of WCC.	
Stage 2 Road Safety Audit report and Designers Response for any problems raised, (Check with WCC Officers before commissioning a Safety Audit as this may not always be required).	
A geotechnical report including CBR test results at formation	
Equality Impact Assessment, where necessary	
Traffic Counts and measured 85th percentile vehicle speeds on approaches to new highway infrastructure	
Provide vehicle swept path analysis for the largest vehicle expected to use the new infrastructure (development construction traffic to be considered)	
Certificate of Compliance with Design Manual for Roads and Bridges to be signed by Chartered Engineer, including schedule of all departures from standards	
A plan showing the extent of the public highway, which encompasses the entire Sec. 278 works.	
Details of land title covering the entire Sec. 278 works	

Site Clearance/Enabling Works/Traffic Management:	
<p>Provide a single drawing showing:</p> <ul style="list-style-type: none"> • Services to be lowered <ul style="list-style-type: none"> a. Provide a full cat scan survey of all utilities. b. Raise all ironworks and record dimensions of buried apparatus. c. If necessary, agree all trial holes investigations locations and required depths. <p>Provide all above details, alongside initial submission.</p> <ul style="list-style-type: none"> • Signs to be relocated • Lining to be removed • Gullies to be stopped • Any other items required to enable the Sec. 278 works 	
Details of Traffic Management proposals required to deliver the Sec. 278 works, certified by a suitably accredited professional (Sector 12d)	
Programme for Sec. 278 works, including works to be undertaken by Utility Companies	
Layout	
<p>Provide a single drawing, at scale 1:500 to include:</p> <ul style="list-style-type: none"> • Details showing the position of all existing features such as carriageways, footways, kerbing, drainage etc. affected by the proposed works. • All adoptable road works including road markings and signs to include all TSRGD references for each sign and line, sign plate details for all signs, mounting and foundation information for each sign. • All proposed highway drainage, i.e. road gullies and connections should be indicated coloured blue. Any connections to existing sewer systems must have the approval of the relevant Authority and a CCTV survey undertaken to confirm the suitability and condition of the existing system. • The existing highway boundary should be clearly defined across the site frontage with physical demarcation. • Show the visibility splays with the dimensions clearly printed. If any element of the visibility splays falls outside the existing highway then this will not be adopted if the site road is to remain private. Any part of the section 278 works to be adopted by the Highway Authority which falls within the private frontage should be coloured pink to be dedicated for adoption under the agreement. • The extent of the Sec. 278 works should be encapsulated in a solid blue line 	
Junctions (Choose the applicable junction type)	
<i>Roundabouts</i>	
Provide existing, generated and forecast turning counts for the AM and PM peak periods	
Provide traffic reserve capacity calculations for the AM & PM Peak periods using the current version of ARCADY	
Provide a plan at scale 1:500 or 1:200 to show proposed spot levels, contours and crown lines, visibility splays, segregation for cyclists & pedestrians as required and demonstrate deflection	
<i>Priority Junctions</i>	
Provide existing, generated and forecast turning counts for the AM and PM peak periods	
Provide traffic reserve capacity calculations for the AM & PM Peak periods using the current version of PICADY	

Provide justification for layout chosen	
Provide a plan at scale 1:500 or 1:200 to show proposed spot levels, contours and crown lines, visibility splays and suitable provision for cyclists & pedestrians as required	
Traffic Signals	
Provide existing, generated and forecast turning counts for the AM and PM peak periods	
Provide traffic reserve capacity calculations for the AM & PM Peak periods using the current version of LINSIG or TRANSYT as appropriate	
Provide a plan at scale 1:500 or 1:200 to show proposed spot levels, contours and crown lines, inter-visibility splays, signal heads, pole positions, ducting and lining as required	
Provide vehicle swept path analysis for the largest vehicle expected to use the infrastructure (development construction traffic to be considered)	
Pedestrian Crossing Facilities	
Provide a completed pedestrian crossing assessment, to justify the type of crossing required	
Provide a plan at scale 1:500 or 1:200 to show signal heads, pole positions, ducting and lining as required	
Vertical Alignment	
Provide a longitudinal section (and cross sections where applicable) at vertical scale 1:100; horizontal scale 1:500, containing the following details: <ul style="list-style-type: none"> • Centreline vertical profile of proposed access road including high and low points, centreline and channel levels of the existing public highway along the extent of the works. • Levels at junction intersections • Storm water and foul water details with manhole cover and invert levels plus pipe sizes and gradients, etc. • Gradient details as percentage and 1: x value. Gradients must not exceed 1:20. Minimum gradient is 1:100 for tarmac roads and 1:80 for block-paved roads. • Vertical curve details including length (minimum 20m), radius and 'K' values (major access road minimum is 6.0 and minor access road minimum is 2.0). 	
Construction	
Provide a single drawing showing kerbing and construction/surfacing information with a key showing the different types of construction and surfacing. Provide this information using distinct line-types with the kerb type and size printed along the line.	
Provide a clear plan with each kerb type clearly indicated through the use of a distinct line-type.	
Provide the standard details relevant to this scheme, using 'WCC Standard Drawings 2020 Part 1 & 2'.	
Street Lighting	
A street lighting design and specification with lighting column positions indicated in red on the Sec. 278 layout plan. The lighting design and specification should only be produced after a design brief and equipment specification has been requested from the County Council's Street Lighting Team.	

Landscaping	
Provide a drawing detailing the proposed private landscaping, to ensure it will not adversely affect the Sec. 278 works or visibility splays	

8, Fees:	Enclosed
<p>In order to process the agreement further Worcestershire County Council requires an up-front non-refundable fee of £2,000. This is to safe guard against developments that use our resources but fail to complete the agreement and we therefore can't recoup our costs. The up-front fee will be deducted from our design check, management and inspection fee which has a minimum amount of £2,000. The design check, management and inspection fee will be paid when you sign the agreement with our Legal Section.</p> <ul style="list-style-type: none"> • Electronic payments - Please see the following link http://www.worcestershire.gov.uk/pay and use our secure online payment site and choose Highway Agreements (S38/S278) • Cheque payments - Please send a cheque made payable to 'Worcestershire County Council' with a covering letter to: Section 38/278 Technician, Network Control, Worcestershire County Council, County Hall, Spetchley Road, Worcester, WR5 2NP • BACS payments – Please use the title of the scheme as reference. Account name: Worcestershire County Council County Fund Account, Bank Account No. 53583147, Sort Code: 20-98-87 	
Please note that your application will not be processed until the fee has been received.	

9, Certificate of Compliance with the Design Manual for Roads and Bridges		
Project Name:		
<i>Departure from Standard Report</i>		
Reference	Description	Initial
I hereby certify that we have identified all of the Departure from Standards for the above scheme and that our technical submission for the above scheme complies with the Design Manual for Roads and Bridges except for those areas covered by the Departure from Standard Reports listed above		
<i>Signed:</i>		
<i>Name:</i>		
<i>Engineering Qualification:</i>		
<i>Name of Organisation:</i>		
<i>Date:</i>		

10, Declaration

The declaration must be signed by a person with authority to execute financial instruments on behalf of the developer.

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

I/We undertake that the developer will meet all reasonable costs incurred by Worcestershire Council County and its agents in the preparation of the Agreement and, in the event of an Agreement not being completed, to pay Worcestershire County Council all reasonable expenses incurred in any abortive works. If the Works commence in advance of completion of the Agreement it is possible the County Council will be unable to adopt the works or will require extensive alterations prior to adoption.

Signed:

Name:

Position within Company:

On Behalf of:

Date: