



## **Section 278 / Section 38 Technical Submission Requirements for Validation and Technical Review (Design Audit)**

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## Introduction

The checklist (Table 1) in this document shall not be considered by an applicant to be exhaustive, and additional information may be required. The checklist is provided by Worcestershire County Council (WCC) to help guide the applicant regarding the documents and drawings that are required to be submitted for the Validation and Design Audit of submissions for a highway works agreement. Table 1 provides supporting information for each item and provides reference to additional guidance where appropriate.

You are advised that your submission should have regard to the good practice contained within the Worcestershire Streetscapes Design Guide, and you must ensure that the proposed development works layout, design and road construction details etc. comply with the Worcestershire Highways Specification and standard details.

WCC require all highway works to be designed by either chartered consulting engineers or consultants that have relevant experience in such works.

It is recommended the applicant appoints a competent consultant for the duration of the design submission and technical review period, to respond to any queries that may arise. In addition, the consultant should be retained during the construction and maintenance (defect liability) periods to address any issues during these periods or from the stage 3 (construction, early operation) road safety audit.

If you have any questions regarding any of the items below, please email [S278andS38developerportal@worcestershire.gov.uk](mailto:S278andS38developerportal@worcestershire.gov.uk) and a member of the team will assist you.

Please ensure all drawings and documents have an individual drawing/document number to avoid confusion when submitting for Validation and Design Audit and when technical approval is issued. All drawings/documents shall be submitted in PDF format or Microsoft application as appropriate, unless otherwise agreed with the WCC engineer.

If the design submission does not include all the information required or suggested on the checklist (Table 1), submission of details/drawings at a later stage in the process may result in the WCC officer having to consult interested parties or stakeholders, potentially delaying the design audit process. It is therefore in the Developer/Consultant's interest to ensure that the initial submission is as complete as possible to minimise preventable delays.

Submissions shall be submitted through our application portal and should not be made until you have planning approval including approval of any relevant reserved matters. Submissions without planning approval are usually regarded as void and are likely to be rejected without further consideration.

It takes **several months** or longer for completion of the technical review (design audit) process and a highway works legal agreement, once initial fees have been received. The exact timing can depend on:

1. complexity of the scheme.
2. completeness and quality of designs.
3. supply of information.
4. progression of legal matters including statutory requirements.

## Validation

Applicants should also refer to the submission guidance on our webpages for information about applying for a highway agreement through our Developer Portal.

Applicants should take note of the relevant processing time periods and ensure that sufficient time is allowed for their application to be considered. Please note that the time periods indicated on our flowcharts available on our website are target periods in contrast to mandatory deadlines. Not all checks can be done within the same time and depend on the size and complexity of a scheme as well as the information provided.

A validation check is undertaken for applications to make sure all designs and information supplied are of an acceptable standard.

Submissions should not be made until you have planning approval including approval of any relevant reserved matters. Submissions without planning approval are usually regarded as void and are likely to be stopped without consideration.

You will then be advised that the application is either:

1. **Awaiting Submission Technical Approval:**
  - i. Minimum non-returnable abortive work cost submitted to WCC.
  - ii. Validation of submission satisfactorily complete.
  - iii. Technical review (design audit) can start.
2. **Awaiting Submission Validation:**
  - i. Missing or inadequate information to be provided or re-submitted for validation checks.
  - ii. Part-submissions are not normally acceptable.
3. **Application Rejected:** not yet in position to proceed (example reasons: no planning approval; lack of connection to existing public highway).

For further information about the status of an application submitted through our Developer Portal please refer to the document 'WCC Developer Portal User Guide'.

The validation stage for engineering design submissions is from the point when Worcestershire County Council (WCC) receives an application confirming that all the necessary information is present, and accepted as sufficient, to proceed with the technical assessment (design audit). The application and application documents will be checked to ensure all relevant questions have been answered suitably and that all appropriate documents listed in the technical submission checklist have been submitted, in particular the mandatory documents.

The validation of the application drawings and documents will expire after a reasonable period, 12 months for example, from the date of the formal notification that the submission has been validated. After this time, if you wish to continue with your proposals, you should contact the WCC Development Control Team. It is possible that you will have to pay a new fee to get your application validated.

If WCC is satisfied it has received an application that meets the requirements set out on the developer portal, including documents and drawings for the technical assessment, other requirements and any published validation requirements it will be registered as a valid application.

Once the required documents and upfront non-returnable fee have been received and the scheme is validated the design audit can start. The Developer will be given the name and contact details of the WCC officer that shall be the contact for the submission of the design details. If it is subsequently found that the submission package is incomplete or key information is missing, the WCC officer undertaking the design audit will provide details of the issues to the applicant.

The S278/S38 development management process flowchart available on the WCC website has more information about the design review, technical approval and main processes.

Technical Submission Requirements v1.0

## **Mandatory Documents for Agreement Application**

Refer to table overleaf - Required (Mandatory) and Other Plans, Drawings and Documents.

All documents submitted shall be completed to a point that is appropriate. For example, the declaration form shall be signed and dated.

If any document that is listed as mandatory is not considered to be required for an application this should be discussed with us in the first instance. Please contact us by email [S278andS38DeveloperPortal@worcestershire.gov.uk](mailto:S278andS38DeveloperPortal@worcestershire.gov.uk)

All documents shall be named such that they are clearly identifiable and, in general, should follow the naming given in the list below.

### **Technical Review (Design Audit)**

If WCC is satisfied it has received an application that meets the requirements set out in the application process, including documents and drawings for the technical review, other requirements and any published validation requirements, it will be registered as a valid application.

Once the required documents and upfront non-returnable fee have been received and the scheme is validated the design audit can start. The Developer will be given the name and contact details of the WCC officer that shall be the contact for the submission of the design details. If it is subsequently found that the submission package is incomplete or key information is missing, the WCC officer undertaking the design audit will provide details of the issues to the applicant.

The development management process flowchart available on the WCC website has more information about the design review, technical approval and main processes.

### **Expiration of Technical Approval**

Where a developer has received technical approval, this approval will be valid for a maximum of one year only unless specified otherwise.

WCC reserve the right to request the developer re-submit their proposals for approval if the design is altered prior to construction commencing following signing of the legal agreement or if the one-year approval period has expired.

### **Validation/Technical Review/Site Inspection Fee Exclusions**

For the avoidance of doubt, the initial non-returnable Fee payable to WCC does not include (not necessarily limited to):

- More than the initial validation review.

Similarly, the Design Check, Management and Inspection Fee payable to WCC does not include (not necessarily to):

- Road Safety Audits.
- Consideration of specialist features such including, (but not exhaustibly) retaining walls, bridges, culverts, and other supporting structures that may abut any existing or prospectively adoptable highway.
- Consideration of traffic signal design and installation for signal-controlled crossings or signal-controlled junctions.
- Street Lighting feasibility assessment or design checking.
- Any on-site supervision.
- Consideration of Deeds of Variation to any existing agreement.
- Legal fees incurred in completing a Section 278 or Section 38 Agreement, Deed of Variation or easement.
- Costs of any Traffic Regulation Order or Notice or other statutory process required.

**Table 1:** Documents and Drawings required for Section 278/Section 38 Validation and Technical Reviews

<b>Documents / Drawings</b>	<b>Description</b>	<b>Comments</b>
1. Confirmation of S278/S38 Initial Fee Payment (Online Payment Receipt).	A copy of the online payment receipt that is received once the initial payment has been made.	<b>Mandatory</b>
2. Planning Decision Notice (Approval).	A copy of the signed and dated planning consent.	<b>Mandatory</b>
3. Signed S278/S38 Declaration.	A signed copy of the S278/S38 Declaration that can be found on the WCC S278 webpage.	<b>Mandatory</b>
4. Provisional Works Programme.	Proposed start and end dates or indicative programme for S278/S38 works, including any works to be undertaken by utility companies.	<b>Mandatory</b>
5. Estimation of Agreement Works Construction Cost.	An estimate of the total construction cost of the highway elements of the scheme only. The agreed estimated S278/S38 works construction cost will be used as the basis for calculating the Bond and Inspection fees.	<b>Mandatory</b>
6. Approved Planning Application Site Layout.	A copy of the approved planning layout drawing(s).	<b>Mandatory</b>
7. Location Plan.	Location Plan at scale no smaller than 1:1250 with 250m coverage around the site. The plan must use an Ordnance Survey base and must not be a photograph. Please include: <ul style="list-style-type: none"> <li>• Print the Planning application number on the drawing.</li> <li>• Show the planning application boundary using a solid <b>red</b> line.</li> <li>• Show existing adjacent buildings and road names.</li> </ul>	<b>Mandatory</b>
8. Section 278/Section 38 Legal Agreement Plan.	<ul style="list-style-type: none"> <li>• Coloured layout plan/s at 1:500 scale (1:250 for smaller sites) showing all adoptable highway works including road markings and signs to include, unless included on a separate drawing, all TSRGD references for each sign and line, sign plate details for all signs including plate size, mounting details including height to underside, illumination if relevant, retro-reflectivity and foundation information for each sign.</li> <li>• All proposed highways drainage (road gullies and connections) shall be coloured <b>blue</b>.</li> <li>• Proposed highway drainage within an easement shall be coloured <b>red</b>.</li> <li>• Highway drainage easement area shall be shaded <b>orange</b>.</li> <li>• Existing highway drains and Severn Trent Water drains shall be coloured <b>black</b>.</li> <li>• If the on-site road is not to be adopted by the Highway Authority, then the existing highway boundary should be clearly defined across the site frontage with physical demarcation, i.e., flush concrete edgings or metal road studs in channels and centreline (as agreed with WCC).</li> <li>• Visibility splays with dimensions clearly printed.</li> <li>• Any part of the section 278 works to be adopted by the Highway Authority which falls within the private</li> </ul>	<b>Mandatory</b>

Documents / Drawings	Description	Comments
	<p>frontage should be coloured <b>pink</b> to be dedicated for adoption under the agreement.</p> <ul style="list-style-type: none"> <li>• A <b>solid blue line</b> encapsulating the full extent of the section 278 works.</li> <li>• Adoptable highway structures and Vehicle Restraint Systems (VRS) shall be coloured purple.</li> <li>• Easement area for adoptable structure should be hatched <b>orange</b>.</li> <li>• All subjective and adjacent road names.</li> <li>• A comprehensive key describing all colours/symbols used.</li> <li>• A north point and scale @ printing size, e.g., 1:500 @ A1.</li> </ul> <p><b>Surface Colouring:</b></p> <ul style="list-style-type: none"> <li>• Asphalt carriageways - <b>light grey</b></li> <li>• Bituminous material footways and footpaths – <b>yellow</b></li> <li>• Block paved carriageways and footways - <b>light brown</b></li> <li>• Grass verges/service strips – <b>green</b></li> </ul> <p><b>Notes to be added to drawing:</b></p> <ul style="list-style-type: none"> <li>• Should any information included within the approved drawing conflict with any other detail specified within other approved supporting drawings, specification or document, then a WCC inspector should be contacted to provide the correct interpretation of requirements.</li> <li>• The prime purpose of this drawing is to show in colour the extent of the existing highway which is subject to various works. Full construction and technical details are shown in supporting documents, specifications etc., on the latest revisions of the following drawings deemed to form part of the Section 278 Agreement, provided they have been subject to formal technical approval, in writing by Worcestershire County Council:</li> </ul> <p>13130-110-Location plan.  13130-140-E-Kerbing layout.  13130-143-A-Surfacing plan.  13130-200-F-Longitudinal sections.  13130-300-C-Highway construction details.  13130-S278-F-S278 coloured layout</p> <p>(Drawing numbers, revisions and titles shown above are indicative only).</p>	
9. Existing Public Highways Plan.	Plan to show the extent of the existing public highway, which encompasses the entire S278/S38 works. Plan should be based on information received from the WCC highway searches team ( <a href="mailto:highwaysearch@worcestershire.gov.uk">highwaysearch@worcestershire.gov.uk</a> ).	<b>Mandatory</b>
10. Public Rights of Way Plan.	If there are any Public Rights of Way (PRoW) crossing the development site, provide details and confirmation that any diversions or extinguishments have been or are being dealt with appropriately.	
11. Public and Private Utility Apparatus Plan.	<ul style="list-style-type: none"> <li>• 'Service strips' – areas of carriageway or other paved areas allocated for underground apparatus.</li> </ul>	<b>Mandatory</b>

Documents / Drawings	Description	Comments
	<ul style="list-style-type: none"> <li>• Proposed public utility apparatus in existing or proposed highway – including above-ground cabinets, broadband cables, drains or sewers, electricity cables, gas pipes, telecoms cables and water supply pipes.</li> <li>• Details of any proposed diversions, lowering or protection of statutory undertaker’s equipment or apparatus.</li> </ul>	
12. Statutory Consents and other Permissions.	<p>Where applicable:</p> <ul style="list-style-type: none"> <li>• At a 1:500 or other appropriate scale.</li> <li>• Section 106 (sewer connection) or Section 104 (sewer adoption) Agreement (Water Industry Act 1991) for highway surface water sewers or highway drainage – evidence of entering into an adoption agreement and technical approval by Severn Trent Water Limited. <ul style="list-style-type: none"> <li>• Discharge consents/licences to watercourses or main rivers.</li> <li>• Rights to lay pipes on third party land/easements.</li> <li>• Easement details.</li> <li>• Permission of riparian owner for surface water discharge.</li> </ul> </li> </ul>	
13. Site Clearance Plan.	<ul style="list-style-type: none"> <li>• At a 1:500 or other appropriate scale.</li> <li>• Any significant items of site clearance including buildings to be demolished, services to be lowered, trees to be removed, Signs to be relocated, drains to be abandoned or grouted up, lining to be removed, paved areas to be broken up and any other items required to enable the S278/S38 works.</li> </ul>	<b>Mandatory</b>
14. Drainage Plan.	<ul style="list-style-type: none"> <li>• At a 1:500 or other appropriate scale.</li> <li>• The plan should include highway drainage contours with high and low points clearly marked and all road gullies clearly indicated together with individual gully catchments in m<sup>2</sup> and flood routing if permitted. Severn Trent surface water and foul sewers indicated in black with surface water manholes as open circles and foul manholes as solid black circles. Private connections into the Severn Trent system should also be indicated. The manholes should be numbered with level details and pipe sizes shown.</li> <li>• CCTV condition survey of all existing sewers that are to be used to outfall proposed or additional highway run-off. Depending on the nature and extent of the S278/S38 scheme, provide hydraulic calculations for any highway drains: refer to WCC requirements.</li> </ul>	<b>Mandatory</b>
15. Proposed Surface Contour Plan.	Proposed contour plan of carriageways, footways, footpaths, cycle tracks, hard margins, verges and any areas of adoptable highway landscaping. Contour	<b>Mandatory</b>

Documents / Drawings	Description	Comments
	intervals depending on the project's scale and complexity.	
16. Long Sections (and cross sections where applicable) Plan.	<ul style="list-style-type: none"> <li>• Scale 1:100 vertical, 1:500 horizontal.</li> <li>• Details should include centreline vertical profiles of the proposed access road including high and low points, and centre line and channel levels of the existing highway along the extent of the works.</li> <li>• levels at junction intersections.</li> <li>• storm water and foul sewer details with manhole cover and invert levels and pipe sizes and gradients, etc.</li> <li>• Gradients expressed as percentage and 1:X value. Gradients on the site access road must not exceed 1:12. Minimum gradient is 1:100 for tarmac roads and 1:80 for block-paved roads (to provide adequate surface water runoff).</li> </ul> Vertical curve details to include length (minimum 20m), radius and "K" values.	<b>Mandatory</b>
17. Vehicle Swept Paths Plan.	<ul style="list-style-type: none"> <li>• At a 1:500 or other appropriate scale.</li> <li>• Swept path (vehicle tracking) analysis of all streets &amp; junctions, using the appropriate design vehicle (i.e., largest vehicle expected to use the new highway infrastructure), showing the chassis and wheel tracking and tracking speed (min. 10mph). Consideration of the development construction traffic may also be necessary.</li> </ul>	<b>Mandatory</b>
18. Visibility Splay Plan.	Confirmation that the visibility splays at the site access comply with the standards by WCC. Dimensions to be clearly linearly indicated and annotated.	<b>Mandatory</b>
19. Proposed Surfacing (Finishes/Pavement) Plan.	<ul style="list-style-type: none"> <li>• At a 1:500 or other appropriate scale.</li> <li>• Proposed surface finishes of all carriageways, footways, footpaths, cycle tracks, hard margins and verges with a key.</li> </ul>	<b>Mandatory</b>
20. Proposed Kerbs, Channels and Edgings Plan.	<ul style="list-style-type: none"> <li>• At a 1:500 or other appropriate scale.</li> <li>• Kerbing layout plans showing each kerb type clearly indicated using a distinct line type or colour, based on the WCC standard details drawings.</li> </ul>	<b>Mandatory</b>
21. Traffic Signs and Road Markings Plan (Including illumination requirements).	<ul style="list-style-type: none"> <li>• At a 1:500 or other appropriate scale.</li> <li>• Site layout plan showing signs and lines in accordance with the Traffic Signs Regulations and General Directions; and Traffic Signs Manual Chapters 3 and 5.</li> <li>• To include, unless included on a separate drawing, all TSRGD references for each sign and line.</li> <li>• Road marking details to include the lengths of individual markings and gaps and marking widths for linear markings and dimensions for other markings.</li> <li>• Sign plate details for all signs including X-heights, plate size, mounting details including height to underside, illumination if relevant, retro-</li> </ul>	<b>Mandatory</b>

Documents / Drawings	Description	Comments
	reflectivity and foundation information for each sign.	
22. Street Lighting Feasibility Assessment Report.	<p>The report is to comply with WCC requirements and shall include the review of information regarding environmental and ecology issues, accident data, road safety, security (crime data, potential for crime and anti-social behaviour), scheme specific objectives (e.g., night-time economy), parish lighting aspirations.</p> <p>Note: WCC Highways Specification (Sept 2023) Section 18 - There are 2 methods for applicants to address our requirements for highway lighting, including traffic sign illumination and highway bollards, to be designed to our requirements. Contact us using <a href="mailto:S278andS38developerportal@worcestershire.gov.uk">S278andS38developerportal@worcestershire.gov.uk</a> if you require more information about WCC arranging for feasibility assessment or design work to be undertaken by our consultancy partner at the developer's expense.</p>	<b>Mandatory</b>
23. Highway Construction Details.	Provide the standard details relevant to the scheme, using WCC standard details drawings. Any widening of the existing highway required to accommodate a new site access, etc. must be full depth construction with a minimum width of 1 metre to enable proper compaction of materials. The construction specification for the widening of the existing highway should be based on a pavement calculation considering the category of road and pavement and foundation design to DMRB CD225 and CD226.	<b>Mandatory</b>
24. Priority Junctions	<ul style="list-style-type: none"> <li>• Layout plan at a scale of either 1:500 or appropriate scale.</li> <li>• The design package submission requirements are to be agreed with the County Council.</li> <li>• If required by WCC, provide existing, generated &amp; forecast turning flows for the morning and evening peak periods together with capacity calculations using PICADY or similar.</li> <li>• Design information/checklist showing geometric compliance with current design standard and current design guidance (e.g., WCC Streetscapes Design Guide or DMRB CD 123 Geometric Design of at-grade priority and Signal-controlled Junctions').</li> <li>• Layout of pedestrian and cyclist facilities.</li> </ul>	
25. Roundabouts	<ul style="list-style-type: none"> <li>• Layout plan at a scale of either 1:500 or appropriate scale.</li> <li>• Plan to show proposed levels, contours and crown lines.</li> <li>• Checklist to ensure compliance with DMRB CD116 Geometric Design of Roundabouts.</li> </ul>	

Documents / Drawings	Description	Comments
	<ul style="list-style-type: none"> <li>• Provide existing, generated and forecast turning flows for the morning and evening peak periods Provide capacity calculations for the AM and PM peak periods using ARCADY or similar.</li> <li>• Plan showing paths of least deflection with radii clearly labelled.</li> <li>• Plan showing visibility lines (to comply with DMRB CD116).</li> <li>• Plan to show pedestrian and cycling facilities through the junction.</li> </ul>	
<p>26. Traffic Signal controlled Junctions and Pedestrian Crossings</p>	<p>To enable WCC to fully assess the operational and safety implications of a proposed new traffic signal installation, the Developer shall submit detailed plans, specifications and standard drawings showing the installation proposals. Namely, the following: traffic signals &amp; detection details; ducting, civils and road markings; site clearance; standard details; existing site records (where applicable).</p> <p>1:500 or appropriate scale layout plan/drawings on a topographical base to include:</p> <ul style="list-style-type: none"> <li>• Depending on the quantity of information to be incorporated in the drawing, showing traffic signal poles, heads, detection, push button units, pedestrian display units, loops, above ground detector symbols, photo electric cell (PEC), traffic signs, road markings (stop-lines, lane markings, hatching, arrows, TRO, etc.), road names.</li> <li>• Labels for pole numbers, phase letters, real/virtual loops, above ground detectors, controller, ancillary/termination cabinets, communications equipment, and servicing feeder pillars.</li> </ul> <p>Provide When required or as otherwise agreed with WCC:</p> <ul style="list-style-type: none"> <li>• Existing, generated and forecast turning flows for the morning and evening peak periods.</li> <li>• Appropriate capacity calculations for AM and PM peak periods using LINSIG or TRANSYT (where appropriate)</li> </ul> <p>In addition to the WCC standards and requirements all signal design drawings and specifications are to be devised using all the appropriate National Standards, relevant Codes of Practise, Legislation and Good Industry Practice and with reference to the following documents including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Design Manual for Roads and Bridges: Latest edition</li> <li>2. Current DfT Standards relating to traffic signals and associated equipment</li> </ol>	

Documents / Drawings	Description	Comments
	<ol style="list-style-type: none"> <li>3. Current DfT Advice Notes relating to traffic signals and associated equipment</li> <li>4. LTN 1/20 Cycle Infrastructure Design</li> <li>5. LTN 1/09 Signal Controlled Roundabouts</li> <li>6. The Traffic Signs Regulations and General Directions 2016 or later</li> <li>7. The Traffic Signs Manual (including Chapter 6 – roads subject to a speed limit of 40 mph or under and is applicable to any arm which has a speed limit above 40mph and where no other applicable guidance is provided in the Design Manual for Roads and Bridges).</li> </ol>	
27. Residual Hazards	<p>When required or necessary or as otherwise agreed with WCC provide:</p> <ul style="list-style-type: none"> <li>• Layout drawing depending on the quantity of information to be incorporated in the drawing, with the drawing base showing poles centres, road markings etc., depicting referenced symbols located at identified residual design hazards. This information should be collected from the pre-construction information to identify all significant high risk residual design hazards.</li> </ul>	
28. Land Title Details.	<p>HM Land Registry official copy proving freehold title to all land covering the full extents of the S278/S38 agreement works to be offered for adoption as public highway (Note - the title to any land to be dedicated shall remain in the ownership the developer / freeholder who is entering into the S278/S38 agreement until the adoption of the highway by the County Council).</p>	
29. Ecological Report.	<p>New highways and modification to existing infrastructure can cause impacts to protected and declining species via severance and destruction of habitats. It is expected that some or all requirements will have been addressed at the planning application stage. However, where this is not the case, early engagement with an ecological consultant is key to incorporating mitigation into highway design (e.g., street lighting, watercourse culverts) and ensuring developments comply with the necessary legislation, non-statutory guidance, and best practice.</p>	
30. Arboriculture Report.	<p>If any highway trees (including root systems) are affected by the proposals then an Arboriculture Report (impact assessment, protection plan, method statements etc.) will be required along with protection methods to be undertaken during the works.</p>	
31. Health and Safety Executive (HSE) Form F10.	<p>A full copy of Health and Safety Executive (HSE) Form F10 which has been submitted to the Health &amp; Safety Executive to notify them of the development, including details of the Client and the CDM Principal Designer.</p> <p>Under the CDM Regulations the HSE shall be notified if a project lasts longer than 30 days and has more than</p>	

Documents / Drawings	Description	Comments
	20 workers, working simultaneously at any one point or exceeds 500 person days.	
32. Transport Assessment, Traffic Counts/Speed Survey Data.	Assessment and mitigation of transport impacts from the development to promote sustainable development. To include traffic counts, measured at the 85 <sup>th</sup> percentile vehicle speeds on approaches to the new junction.	
33. Stage 2 Road Safety Audit (RSA) Report and Designers Response for any problems raised.	<p>RSAs shall comply with GG119 including the required appropriate skills, training and experience of the RSA team leader and any team members.</p> <p>Designer's Response - Identify and respond to safety issues relating to the proposed works that may result in a collision or injury to include the RSA decision log.</p>	
34. Structures Compliance Submission (CG300).	<p>Provide confirmation that no structures exist or are as described below.</p> <p>In general terms all structures within or above highway or are considered to potentially affect the safety of the highway (whether to be adopted or not, permanent, or temporary) require approval through the WCC technical assessment process. This includes any retaining wall supporting highway; retaining walls which at any point are greater than 1.37 m (4 feet 6 inches) in height above the level of the ground at the boundary of the highway nearest that point, wholly or partly within 3.66 m (4 yards) of the highway boundary as described in section 167 Highways Act 1980; and drainage structures that are to be adopted by Severn Trent Water Limited as the sewerage undertaker.</p> <p>The definition of a 'highway' includes the carriageway, footway, or verges adjacent to the structure which are maintainable at public expense, or for which the Developer is seeking adoption under Section 38 or Section 278 (s38/s278 combined agreement), Highways Act 1980.</p>	
35. Departures or significant relaxations from current standards or design guidance.	Any departures or significant relaxations must be submitted for checking and review using the WCC form as part of this process. A road safety audit brief should also include details of the relaxations and departures for the auditor's information.	
36. Landscaping and Boundary Treatments Plan.	<ul style="list-style-type: none"> <li>• A layout plan detailing the proposed walls, fences, hedges and similar alongside highways.</li> <li>• The heights of walls, fences, and similar and the composition and expected heights and spreads of hedges.</li> <li>• Private landscaping, demonstrating that it will not adversely affect the S278/S38 agreement works or any sightlines (forward visibility) or visibility splays.</li> </ul> <p>Note: Visibility splays and forward visibility splays must be contained within the existing or adoptable highway i.e., be within the control/ownership of the developer, or within land adopted as part of the public highway, to ensure that the WCC can maintain visibility.</p>	
37. Geoenvironmental and Geotechnical Site Investigation	The submission shall include a geotechnical report, including CBR test results at the formation level and proposed road construction thicknesses.	

Documents / Drawings	Description	Comments
Report, including the interpretation of the findings.		
38. Construction Environmental Management Plans (CEMP)	When required CEMPs are documents submitted to the local planning authority for approval by developers following the granting of planning permission, setting out how the mitigation measures during the construction process will be managed to minimise negative impacts. It can often incorporate a Construction Traffic Management Plan (CTMP) for large sites or sites in locations where the local road network is sensitive to large vehicles or higher volumes of traffic. The CTMP is primarily to ensure that construction related vehicles and pedestrians using the site, can move around safely. It needs to take account of a limited compound and work area, its surroundings and the type of vehicles. Refer to SDG or planning application advice.	
39. Refuse Storage and Refuse Collection Point Plan	A plan showing the proposed refuse storage location and collection point.	