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: |
| Company Registration number: |

|  |  |
| --- | --- |
| Land title number and name of owner of title of the land to be dedicated as Highway: | |
| Address: | |
| Telephone: | Email: |

|  |  |
| --- | --- |
| Is there a s106 for this development? |  |
| Is WBC party to this agreement? |  |
| Are there any Section 106 obligations relating to the construction of The Highway Works? |  |

|  |  |
| --- | --- |
| \*Application fee of £2,500 paid by BACS (details below)  Please attach proof of payment including details of payee and date paid and reference the following:  Cost Code: 18925/T050W  Analysis Code: HWFEES | Yes / No |
| Estimated cost of works including site remediation and utility diversions | £ |

BACS Details – Sort Code: 60-15-07 Bank Account: 65453441

\*WBC inspection and monitoring fees are 10% of the agreed bond – **the £2,500 requested above is deducted from the 10% and is not additional.** These are to be paid by BACS only.

Please note – a separate legal cost undertaking will be required for the agreement; this is in addition to the inspection fees identified above.

**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
* Site Inspections prior to Technical Approval and Legal Agreements Info Sheet
* Testing Requirements

I/We undertake that the developer will meet all reasonable costed incurred by West Berkshire Council in the preparation of the agreement and, in the event of an agreement not being completed, to pay West Berkshire 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:

hdc@westberks.gov.uk

**Detailed design submission requirements**

**Important Note** – Starred items (\*) must be supplied with initial submission. Failure to do so will result in the application being returned. One hard copy of each drawing is to be submitted on request along with electronic versions.

Online file sharing cannot be accepted, please provide via disc or email attachments.

(Plans can be combined on size and complexity of scheme)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Supplied? | Comments |
| 1\* | Copy of planning permission |  |  |
| 2 | Copy of s106 agreement |  |  |
| 3 \* | Location Plan |  |  |
| 4 \* | S38 drawing identifying adoptable areas;   * On an OS Base and Grid * Purple line representing the Highway Boundary (accurate boundary to be confirmed through WBC’s Highway Records team) * Red line around adoptable area and highway works * Brown shading for roads * Grey shading for footway * Green shading for grass and landscaping * Orange for highway drainage * Easements to be coloured pink * Yellow hatching for any works in existing highway (including Vision Splays) |  |  |
| 5 \* | General arrangement |  |  |
| 6\* | Land Registry title and plan |  |  |
| 7 \* | Highway longitudinal sections |  |  |
| 8 \* | Road Safety Audit 1 (with designer’s responses) |  |  |
| 9 | Road Safety Audit 2 (with designer’s responses) |  |  |
| 10 | Noise Survey (see attached) |  |  |
| 11 \* | Approved/submitted planning layout at 1:1250 |  |  |
| 12 | Approved landscape plan |  |  |
| 13 | Signs and Lines with schedule |  |  |
| 14 \* | Highway cross sections |  |  |
| 15 \* | Swept path analysis |  |  |
| 16 | Highway construction detail including drainage |  |  |
| 17 \* | Geotechnical report |  |  |
| 18 | Existing services plan |  |  |
| 19 | Service layout drawing/ service diversions plan |  |  |
| 20 | Drainage layout plan |  |  |
| 21 | Drainage long sections |  |  |
| 22 | Drainage calculations and schedule |  |  |
| 23 | Surface Water Catchment Area Plan |  |  |
| 24 | Manhole Schedule |  |  |
| 25 | Soakaway Schedule |  |  |
| 26 | Levels and contour |  |  |
| 27 | Street lighting design or proposal |  |  |

LINK to WBC Highways Development Control web page for further information Inc. *Changes (S278) or Additions (S38) to the Highway/Street Naming & Numbering/WBC Civils & Electrical Standard Details*:

[**https://info.westberks.gov.uk/article/30218/Highways-Development-Control**](https://info.westberks.gov.uk/article/30218/Highways-Development-Control)