|  |  |  |
| --- | --- | --- |
| **Road Construction Consent Ref:**  |       |  |
|  |
|

|  |
| --- |
| **Data Protection** |
| Your personal data will be managed in compliance with the Data Protection legislation. You can read our privacy notice for road construction consent applications on the Council’s website at: <https://www.highland.gov.uk/directory_record/1129163/road_construction_consent_applications>​​[ ]  I have read and understood the privacy notice. |

|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Agent Name** |  |
| **Address of Development** |  |

 |
| **Submission Checklist** (\*Check as appropriate):The following information will be needed to determine whether the Application is sufficient for the RCC Technical Review process to commence. Failure to provide the information listed below, without adequate justification why it isn’t needed, will prevent this Application from progressing to the RCC Technical Review.Neighbour Notification Needed? Yes [ ]  No [ ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Dwg Ref. No. / Document Title Manditory** | **Check if Provided** | **Reason if not Provided** | **Official Use Only: Confirm Included** |
| Docquets of Service - listing owners prior to CC3 Notice being served | CC2 Part A Form |[ ]        |[ ]
| Neighbour Notification Layout Plan |       |[ ]        |[ ]
| Drawing Schedule (containing all drawings submitted) |  |[ ]   |[ ]
| Location Plan |       |[ ]        |[ ]
| Topo. Survey Plan |       |[ ]        |[ ]
| Road Layout Plan |       |[ ]        |[ ]
| Road Long Sections |       |[ ]        |[ ]
| Road Adoption Plan |       |[ ]        |[ ]
| Kerb Layout Plan |       |[ ]        |[ ]
| Road Constr. Details |       |[ ]        |[ ]
| Sign & Road Marking Details |       |[ ]        |[ ]
| Drainage Layout Plan |       |[ ]        |[ ]
| Drainage Long Section |       |[ ]        |[ ]
| Drainage Constr. Details |       |[ ]        |[ ]
| Drainage Assessment |       |[ ]        |[ ]
| Flood Routing Plan |       |[ ]        |[ ]
| Services Routing Plan |       |[ ]        |[ ]
| Streetlighting Plan |       |[ ]        |[ ]
| Ground Information |       |[ ]        |[ ]
| Landscaping Plan |       |[ ]        |[ ]

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| **Position:** |  |
| **Organisation Name:** |  |
| **Date:** |  |

 |

**Please continue to page 3 to complete Part 2.**

**Detailed RCC Checklist**

This checklist should be filled in by Applicants or their Agents to aid the development of their RCC Application. The points listed below are issues that Highland Council will consider when reviewing an RCC submission. Applicants and/or Agents should use this to demonstrate that they have considered these issues and that either their application deals with them (**Yes or No**), or the issue isn’t relevant to their application (**N/A**).

|  | **Yes** | **No** | **N/A** | **Office Use Only Comment** |
| --- | --- | --- | --- | --- |
| **Registration** |  |  |  |  |
| Completed CC1 Application Form submitted. |[ ] [ ] [ ]   |
| Construction Consent Reference No. provided |[ ] [ ] [ ]   |
| Hard copy of submission documents provided |[ ] [ ] [ ]   |
| All submission documents uploaded onto eRCC |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Neighbour Notification** |  |  |  |  |
| Is notification required? |[ ] [ ]   |  |
| CC3 Form issued to all impacted neighbours. |[ ] [ ] [ ]   |
| Completed CC2 Form submitted. |[ ] [ ] [ ]   |
| Neighbour Notification Layout Plan submitted with CC2 Form |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Remote Footpaths** |  |  |  |  |
| Are there footpaths remote from the road? |[ ] [ ]   |  |
| Is it intended that Highland Council will adopted any of those remote footpaths? |[ ] [ ] [ ]   |
| Have these been distinguished on Road Adoption Plan? |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Quality Audit** |  |  |  |  |
| Quality Audit Report submitted. |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Safety Audit** |  |  |  |  |
| Are there issues that warrant a Safety Audit? |[ ] [ ]   |  |
| Safety Audit submitted. |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Street Lighting** |  |  |  |  |
| Layout Plan provided. |[ ] [ ] [ ]   |
| Design approved by Highland Council Street Lighting Team. |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Geotechnical Information** |  |  |  |  |
| Ground investigation report available and submitted. |[ ] [ ] [ ]   |
| CBR information gathered along roads at 25m spacing. |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Pavement Design** |  |  |  |  |
| All road pavement designs have been provided? |[ ] [ ] [ ]   |
| All footway designs have been provided? |[ ] [ ] [ ]   |
| Footway vehicular crossing designs provided? |[ ] [ ] [ ]   |
| Capping layer required? |[ ] [ ] [ ]   |
| Designs in accordance with Council Guidelines? |[ ] [ ] [ ]   |
| If not, CC8 carriageway design cert. submitted? |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Structures** |  |  |  |  |
| Any structures involved? |[ ] [ ]   |  |
| Council Technical Approval submission made? |[ ] [ ] [ ]   |
| Council Technical Approval Secured? |[ ] [ ] [ ]   |
| Intended ownership of structure(s) clarified? |[ ] [ ] [ ]   |
| Future maintenance responsibilities defined? |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Location Plan** |  |  |  |  |
| Location Plan (1:1250 or 1:2500) included? |[ ] [ ]   |  |
| Site boundary defined on Plan? |[ ] [ ]   |  |
|  |  |  |  |  |
| **Road Layout** |  |  |  |  |
| Layout Plan to 1:500 minimum scale provided? |[ ] [ ] [ ]   |
| Proposed road to be adopted shown coloured? |[ ] [ ] [ ]   |
| Road hierarchy / different road types justified? |[ ] [ ] [ ]   |
| Centre, building and kerb lines shown? |[ ] [ ] [ ]   |
| Road Number labels and chainages shown? |[ ] [ ] [ ]   |
| All curve radii shown? |[ ] [ ] [ ]   |
| All corner radii shown? |[ ] [ ] [ ]   |
| Junction & forward visibility envelopes defined? |[ ] [ ] [ ]   |
| Carriageway and footway widths shown? |[ ] [ ] [ ]   |
| Justification for proposed widths provided? |[ ] [ ] [ ]   |
| The need for curve widening considered? |[ ] [ ] [ ]   |
| Turning areas of correct dimensions? |[ ] [ ] [ ]   |
| Appropriate vehicle tracks provided? |[ ] [ ] [ ]   |
| Drop kerb vehicle access shown? |[ ] [ ] [ ]   |
| Drop kerb pedestrian crossings shown? |[ ] [ ] [ ]   |
| Different areas of construction type identified? |[ ] [ ] [ ]   |
| Intended speed limits clarified? |[ ] [ ] [ ]   |
| Traffic sign and road marking details provided? |[ ] [ ] [ ]   |
| Details provided of any traffic calming features? |[ ] [ ] [ ]   |
| Spacing of traffic calming suitable for proposed speed limits? |[ ] [ ] [ ]   |
| Traffic calming features suitable for all vehicles likely to use the roads? |[ ] [ ] [ ]   |
| Traffic calming is safe for other road users? |[ ] [ ] [ ]   |
| Any “shared surface” areas are identified? |[ ] [ ] [ ]   |
| Any bollards and other street furniture shown? |[ ] [ ] [ ]   |
| The location of service strips/runs is shown? |[ ] [ ] [ ]   |
| All cut and fill areas identified. |[ ] [ ] [ ]   |
| Landscaping proposals don’t adversely impact road design requirements (eg visibility). |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Long Section** |  |  |  |  |
| Existing & proposed levels shown for all roads. |[ ] [ ] [ ]   |
| Linear chainages provided? |[ ] [ ] [ ]   |
| Horizontal and vertical curve radii adequate? |[ ] [ ] [ ]   |
| Vertical curve lengths adequate for road type? |[ ] [ ] [ ]   |
| Road crossfall or camber levels provided? |[ ] [ ] [ ]   |
| “High” and “Low” points shown? |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Pedestrians and Cyclists** |  |  |  |  |
| All footways, footpaths, cycle tracks & lanes have been shown? |[ ] [ ] [ ]   |
| Off-site pedestrian and cycle improvements have been shown? |[ ] [ ] [ ]   |
| Desire lines for peds and cyclists have been considered and provided for, where possible? |[ ] [ ] [ ]   |
| Footway widths meet standards for adoption? |[ ] [ ] [ ]   |
| Remote footpaths meet standards for adoption? |[ ] [ ] [ ]   |
| All shared ped / cycle paths at least 3m wide? |[ ] [ ] [ ]   |
| The location and type of all controlled and uncontrolled crossings shown? |[ ] [ ] [ ]   |
| The type and layout of crossings suit their intended location? |[ ] [ ] [ ]   |
| Tactile paving locations identified? |[ ] [ ] [ ]   |
| Dropped kerbs at pedestrian crossings are no higher than 6mm above the carriageway. |[ ] [ ] [ ]   |
| Designs have considered the needs of disabled users, including the visually impaired? |[ ] [ ] [ ]   |
| Longitudinal gradients will be suitable for all intended users and sufficient to drain? |[ ] [ ] [ ]   |
| Crossfall provided for drainage? |[ ] [ ] [ ]   |
| Any traffic signals or signal controlled crossings have been checked by Council signal team. |[ ] [ ] [ ]   |
| Resident and visitor cycle parking designed in accordance with “Cycling by Design”. |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Public Transport** |  |  |  |  |
| New and existing bus stop and train station locations identified? |[ ] [ ] [ ]   |
| Existing & proposed facilities at bus stops and train stations shown? |[ ] [ ] [ ]   |
| Any proposals for enhancing bus stops and railway stations have been shown? |[ ] [ ] [ ]   |
| Details for improving pedestrian facilities connecting developments to bus stops and train stations have been shown? |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Vehicle Parking** |  |  |  |  |
| No. of resident & visitor spaces meets Council Guidelines? |[ ] [ ] [ ]   |
| Residential & visitor spaces (on and off street) shown on plan? |[ ] [ ] [ ]   |
| Parking bay dimensions shown on plan? |[ ] [ ] [ ]   |
| Parking bay sizes and turning areas sufficient? |[ ] [ ] [ ]   |
| Parking bays outside of visibility splays? |[ ] [ ] [ ]   |
| Driveway width & angle OK for road widths? |[ ] [ ] [ ]   |
| No. of disabled parking spaces sufficient? |[ ] [ ] [ ]   |
| Disabled parking spaces located close to main entrance? |[ ] [ ] [ ]   |
| End and side buffer zones provided for disabled parking bays? |[ ] [ ] [ ]   |
| Other non-car parking needs have been shown? |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Drainage** |  |  |  |  |
| All crossfalls, superelevation & cambers shown? |[ ] [ ] [ ]   |
| Gully locations shown on plan with road number labelling and longitudinal chainages? |[ ] [ ] [ ]   |
| Gully spacing sufficient for road size & gradient? |[ ] [ ] [ ]   |
| Gullies positioned to limit water running across carriageways at junctions and transition points? |[ ] [ ] [ ]   |
| Gullies located to avoid repeat vehicle loading? |[ ] [ ] [ ]   |
| Double gullies & tails provided at all low points? |[ ] [ ] [ ]   |
| Sufficient kerb upstand provided around gullies at low points to prevent overtopping? |[ ] [ ] [ ]   |
| Gullies suitably sized with 150mm pipe tails? |[ ] [ ] [ ]   |
| Suitable concrete surround to gully and tails? |[ ] [ ] [ ]   |
| Gully grates of suitable grade for location? |[ ] [ ] [ ]   |
| Drainage to avoid run-off from driveways? |[ ] [ ] [ ]   |
| Drainage needed to avoid overland flow from neighbouring land running onto road? |[ ] [ ] [ ]   |
| Calculations provided with supporting text to justify adequacy of drainage system, including: |[ ] [ ] [ ]   |
| * Total area of site and the area being positively drained.
 |[ ] [ ] [ ]   |
| * Pre & post development flows defined?
 |[ ] [ ] [ ]   |
| * Infiltration rates justified?
 |[ ] [ ] [ ]   |
| * Depth to winter ground water table stated?
 |[ ] [ ] [ ]   |
| * Calcs for 1in30yr flows + climate change?
 |[ ] [ ] [ ]   |
| * Calcs for 1in200yr flows + climate change?
 |[ ] [ ] [ ]   |
| Details of SUDS systems for roads provided? |[ ] [ ] [ ]   |
| Flood Routing Drawing provided? |[ ] [ ] [ ]   |
| Details of outfall arrangements provided? |[ ] [ ] [ ]   |
| Permission to discharge provided?  |[ ] [ ] [ ]   |
| Intended ownership of system provided? |[ ] [ ] [ ]   |
| Operating & Maintenance duties clarified? |[ ] [ ] [ ]   |
| All non-adoptable areas adequately drained? |[ ] [ ] [ ]   |
| SW Technical Approval submitted? |[ ] [ ] [ ]   |
| SW Technical Approval secured & provided? |[ ] [ ] [ ]   |
| Pollution treatment train explained? |[ ] [ ] [ ]   |
| Chamber covers of suitable grade? |[ ] [ ] [ ]   |
| All parts of drainage system accessible? |[ ] [ ] [ ]   |
|  |  |  |  |  |
| **Construction Details** |  |  |  |  |
| All carriageway & footway details shown? |[ ] [ ] [ ]   |
| Form of different paving details justified? |[ ] [ ] [ ]   |
| Tactile paving details provided? |[ ] [ ] [ ]   |
| Footways on sharp corners designed for potential vehicle overrun? |[ ] [ ] [ ]   |
| All kerb types specified and meet Guidelines? |[ ] [ ] [ ]   |
| All kerb upstands shown and meet Guidelines? |[ ] [ ] [ ]   |
| Kerb log detail provided and meets Guidelines? |[ ] [ ] [ ]   |
| All material information fully specified? |[ ] [ ] [ ]   |
| Named product information sheets included? |[ ] [ ] [ ]   |
| Traffic calming construction details adequate? |[ ] [ ] [ ]   |
| Traffic sign sizes and specifications provided? |[ ] [ ] [ ]   |
| Traffic sign pole and foundation details shown? |[ ] [ ] [ ]   |
| Road marking sizes & specifications provided? |[ ] [ ] [ ]   |
| Bollard details & other street furniture shown? |[ ] [ ] [ ]   |
| Gully and drainage chamber details shown? |[ ] [ ] [ ]   |
| Details for road drainage treatment and storage features shown? |[ ] [ ] [ ]   |
| Typical details for service locations provided? |[ ] [ ] [ ]   |
| Depth of services increased if located within carriageway to take it below the road formation? |[ ] [ ] [ ]   |
| Details provided for tree pits within the road? |[ ] [ ] [ ]   |

Any personal data that you have been asked to provide on this form will be held and processed in accordance with the requirements of the 1998 Data Protection Act.

**To submit this form**, please use the Post Submission Additional Documents online form available on the ePlanning.scot Portal at <https://www.eplanning.scot> quoting the RCC reference number.

Alternatively, paper copies of this form can be posted to: eProcessing Team, The Highland Council, Headquarters, Glenurquhart Road, Inverness, IV3 5NX.