**Application by a Developer for the Addition of Road(s) and/ or Footpath(s) to the Road Authority’s List of Public Roads**

**THE DEVELOPER SHOULD NOTE THAT THEY ARE STILL RESPONSIBLE FOR MAINTENANCE OF A ROAD/ FOOTPATH UNTIL THEY RECEIVE CONFIRMATION FROM THE HIGHLAND COUNCIL THAT IT IS ADOPTED.**

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| **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. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| (insert full name of applicant) | | | | | | | |
|  | | | | | | | |
| of (insert address of applicant) | | | | | | | |
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|  | | | | | | | |
|  | | | | Postcode: | |  | |
| apply under: | | | | | | | |
| **(1)\*** Section 16(2) of the Roads (Scotland) Act 1984, in respect of the road(s) listed in **Table A** annexed and constructed in accordance with: | | | | | | | |
| Construction Consent No. | | |  | | | | |
| granted to  on | | |  | | | | |
| **:** | | | | | | | |
| **(2)\*** Section 18(1) of the Roads (Scotland) Act 1984, in respect of the footpath(s) listed in **Table A** annexed and the Agreement annexed and constructed in accordance with: | | | | | | | |
| Agreement Number: | | FA | | | Dated: | |  |
|  | | | | | | | |
| I have read **Appendix A** and understand that if I/ we do not provide the relevant plans and associated documentation then the road/ footway will not be adopted. I have listed the documentation in **Table B**. | | | | | | | |
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| **Signed**  **(applicant only):** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Name:** |  | | | | | | |
| **Date:** |  | | | | | | |

**\*Delete as appropriate**

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| **Office Use Only** | | | |
| Date Received: |  | Final Inspection: |  |
| Adoption Date: |  | Date Added to List |  |
| Road Bond Ref: |  | Date Bond Released: |  |

**TABLE A - Descriptions**

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| --- | --- | --- | --- | --- |
| **Description** |  | | | |
| **Length** | **Miles** |  | **km** |  |
| **OS**  **Co-ordinates** | **Start** |  | **End** |  |
|  | **Start** |  | **End** |  |
| **Adopted Road Description** |  | | | |
| **Description** |  | | | |
| **Length** | **Miles** |  | **km** |  |
| **OS Co-ordinates** | **Start** |  | **End** |  |
|  | **Start** |  | **End** |  |
| **Adopted Road Description** |  | | | |
| **Description** |  | | | |
| **Length** | **Miles** |  | **km** |  |
| **OS Co-ordinates** | **Start** |  | **End** |  |
|  | **Start** |  | **End** |  |
| **Adopted Road Description** |  | | | |

**TABLE B - Drawing/ Document Register**

**NOTE:** A developer’s own document/ drawing register is an acceptable alternative as long as it contains the information requested below.

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| --- | --- | --- | --- |
| **Ref/ No.** | **Revision** | **Title** | **Date Approved** |
| *Example*  *101/A* | *A* | *Development Layout* | *01/04/17* |
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**Appendix A**

**Guidance Notes for Submitting Documents**

**Documents to be provided with this application are:-**

1. 1 paper copy and 1 electronic copy (in agreed CAD format, preferably AutoCad® .dwg) of all plans to be provided:-
   1. Plan(s) showing the **extent** of the **adopted road** in colour including verges, footpaths and cycleways. Plan to be on an Ordnance Survey background.
   2. All as built plans which should be detailed enough and show carriageways, footways, footpaths, cycleways, service strips and surface water drainage. Include all SuDS features and details of future maintenance responsibilities by either the Roads Authority, Scottish Water and/ or the Developer.
   3. As built plans of services showing the location, road crossings, ducts, etc. Services should be shown in relation to fixed road features.
2. CCTV survey of surface water drainage system.
3. Road Safety Audit.

**To submit this form,** please use the Post Submission Additional Documents form on the [www.eplanning.scot](http://www.eplanning.scot) portal, quoting the RCC reference number.

Paper copies of the drawings, and the electronic CAD (preferably AutoCad® .dwg) format drawings on disc, must be posted to: eProcessing Centre, The Highland Council HQ, Glenurquhart Road, Inverness, IV3 5NX.

If you are unable to submit this form via the ePlanning.scot portal, a paper copy of the completed form can also be posted to the eProcessing Centre on the above address.

**NOTE:** If you have already submitted the above documents within the **last 28 days** as part of a Road Construction Consent process, you can refer to them in Table B. You **MUST** ensure that **1 paper copies and 1 electronic copy** of each drawing have been provided or we will reject the adoption application.

**Guidance Note for Inspections**

If a further inspection of the completed works is required prior to adoption. The developer can suggest proposed dates for the inspection to take place, but the final decision of the date will be made by the Area Roads staff and may not take place on any of the suggested dates provided.

**Guidance Note for Road Descriptions**

The road description should detail the extent of the road, the direction, road type and also include any remote footpaths and cycle tracks to be adopted. Examples of descriptions are given below. For more examples, the List of Roads can be found on the Council website at: <http://www.highland.gov.uk/info/20005/roads_and_pavements/99/roads_information>

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| **Description** | DRUMMOND STREET, INVERNESS | | | |
| **Length** | **Miles** | 0.02 | **km** |  |
| **OS Co-ordinates** | **Start** | 6667 4534 | **End** | 6669 4531 |
| **Adopted Road Description** | Commencing at its junction with Union Street (U4380) at a point 68metres (74yards) northeast of the latter roads junction with Church Street (C1182) a double lane road with contiguous footways on both sides extends in a south easterly direction to its junction with Baron Taylor Street (U3804) a distance of 37metres (40yards) or thereby. | | | |

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| **Description** | PORTORMIN ROAD, CUL-DE-SAC, DUNBEATH | | | |
| **Length** | **Miles** | 0.05 | **km** | 0.08 |
| **OS Co-ordinates** | **Start** | 1612 2965 | **End** | 1614 2967 |
|  | **Start** | 1614 2967 | **End** | 1612 2969 |
| **Adopted Road Description** | Commencing at its junction with the Dunbeath Shore Road (U2865) a single lane road with footways on both sides, extending in a north easterly direction a distance of 29 metres (31 yards) where it bifurcates (i) in a north westerly direction a distance of 31 metres (34 yards), and (ii) in a south easterly direction a distance of 18 metres (20 yards). This gives a total distance for Portormin cul-desac of 78 metres (85 yards) or thereby. | | | |

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| **Description** | ROWAN DRIVE, CULBOKIE | | | |
| **Length** | **Miles** | 0.23 | **km** |  |
| **OS Co-ordinates** | **Start** | 6667 4534 | **End** | 6669 4531 |
| **Adopted Road Description** | Commencing at its junction with the B9169 A9 Duncanston – Shoreton road at a point 47 metres ( 51 yards) north east of the latter roads junction with the U2663 Schoolcroft a double lane road 5.5 metres wide with footways 2.0 metres wide both sides for the first 148 metres (161 yards) then a 0.6 shared surface in block paving on north east side to the end which extends to boundary walls or fences ,or in open ground to a distance of 3 metres from the edge of the surfaced carriageway.  The road extends in a generally south easterly direction passing through 2 traffic calming section to its termination a distance of 198 metres (216 yards) or thereby.  Also to include the following side roads:-  1.Commencing at a point 90 metres (98 yards) from the start point a 5.5 metre wide road with a footway 2.0 metres wide on the north side and 0 - 0.5 metre wide verge on the south side extending to boundary walls and fences. The road extends in a south easterly direction to its termination at a turning head a distance of 45 metres (49 yards)  2.Commencing at a point 175 metres(191 yards) from the start point a 5.5 metre wide road with a footway 2.0 metres wide on the north side for the first 18 metres then a 0.6 metre wide shared surface and shared surface 0.6 metre wide on the south side which extends to boundary walls and fences. The road extends in a south westerly direction passing through 2 traffic calming sections to its termination at a hammerhead a distance of 130 metres (142 yards) or thereby.  This gives a total distance of 373 metres (408 yards) or thereby. | | | |