**Application for Adoption of Passing Place to List of Adopted Roads**

**Note:** Passing places may be constructed as part of a development such as a house access. When constructed to the appropriate standard, the passing pace will normally be adopted as part of the road. Passing places constructed as part of a larger road development do not require a separate adoption application.

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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 Section 16(2) of the Roads (Scotland) Act 1984 for the addition to The Highland Council’s List of Adopted Roads, the passing place(s) listed in the schedule below and as shown in colour on the accompanying plan(s). The passing place(s) have been constructed in accordance with | | | | | | | |
| Construction Consent No. | |  | | | | | |
| granted to  on (date) | |  | | | | | |
|  | | | | | | | |
| **\*Delete as appropriate** | | | | | | | |
|  | **Developer** | | |  |  | | |
| **Signed:** |  | | |  |  | | |
| **Name:** |  | | |  |  | | |
| **Date:** |  | | |  |  | | |
|  | | | | | | | |
| **Schedule referred to:** | | | | | | | |
| Passing Place Description  (may be done by reference to a plan) | | | | | | Length | |
|  | | | | | |  | |

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

**Guidance Notes for Submitting Documents**

**Note:** The plans to be provided with this application are as follows:

1. Location plan on an Ordnance Survey base showing passing place(s).
2. As built plan showing dimensions of passing place(s) and location of any road crossings, culverts or ducts.

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

1. 1 paper copies 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 (if applicable).
3. Road Safety Audit (if applicable).

**To submit this form and electronic versions of documents,** 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 must be posted to: eProcessing Centre, The Highland Council HQ, Glenurquhart Road, Inverness, IV3 5NX.

If you are unable to submit the electronic copies of drawings via the [www.eplanning.scot](http://www.eplanning.scot) portal, these can also be posted to the eProcessing Centre on either a CD, DVD, USB drive or external hard drive. Please note that any drawings submitted must be in CAD (preferably AutoCad® .dwg) format.

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.