**PART A – To be completed by the Developer/Contractor**

*(Part B is a separate internal form that will be completed by Highland Council staff only)*

**NOTE:** Please submit this form no later than 48 hours before you wish an inspection to take place. This can be done by contacting your inspector via telephone, or by email (you must wait for confirmation of your inspection going ahead before continuing works)

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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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| **1. Road Construction Consent (RCC) reference** |
| RCC Ref. No. |  |

|  |
| --- |
| **2. Location of site** |
| Address: |  |
| Phase No. (if applicable): |  |

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| **3. Declaration** |
| I hereby give notice the following work stage(s) are complete: |
| **Work Stage:** | **Completed** (Tick as appropriate): |
|  | Yes | No | N/A |
| **Stage 1 – Partial Completion** |
| Binder Course |[ ] [ ] [ ]
| Surfacing Course (only where modular blocks are specified) |[ ] [ ] [ ]
| Sustainable Urban Drainage System (SUDS) or other drainage system is complete and functioning |[ ] [ ] [ ]
| Drainage CCTV Survey provided |[ ] [ ] [ ]
| All underground infrastructure is fully installed and standards of work agreed with the adopting authority |[ ] [ ] [ ]
| Appropriate kerb log |[ ] [ ] [ ]
| **Do you wish to request for Partial Completion Bond Reduction?** |[ ] [ ] [ ]
| **Stage 2 – Substantial Completion** |
| Completion of all other items as detailed on the Road Construction Consent up to substantial completion (which should only omit such items as grass or soft landscaping elements due to annual planting periods) |[ ] [ ] [ ]
| Street Lighting Test Certificates provided |[ ] [ ] [ ]
| **Do you wish to request for Substantial Completion Bond Reduction?** |[ ] [ ] [ ]
| **Stage 3 – Final Completion** |
| Expiry of the maintenance period (or the expiry of maintenance period of defects required, identified during that period) |[ ] [ ] [ ]
| Health and Safety File provided |[ ] [ ] [ ]
| As built drawings provided |[ ] [ ] [ ]
| **Do you wish to request for Final Completion Bond Reduction?** |[ ] [ ] [ ]
| **Additional details of works completed:** |
|  |
| Signed: |  |
| Print Name: |  |
| Designation: |  |
| Developer/Contractor: |  |
| Dated: |  |

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.