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| **ROAD CONSTRUCTION CONSENT COMPLIANCE AND NOTIFICATION PLAN** |
| **PROJECT PLAN** |
| **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. |
| **RCC Reference:** |  |
| **Location of development (including stage/ phase details if applicable):**  |
|  |
| **Applicant details:** |  |
| **Agent details:** |  |
| **Contractor details:** |  |
| **Type of development:**  |
| **Residential** [ ]  | **Commercial** [ ]  | **Industrial** [ ]  |
| **Other** [ ]  | **Please Specify:** |
| **Council’s Representative Details:** |
| **Name:**  |  |
| **Office Tel. No.:** |  |
| **Mobile No.:** |  |
| **E-mail:**  |  |

| **Key Construction Stages****(Site visit)** | **Status\*** | **Road Authority Notes for Applicant****(See notes 1 and 2)** | **Appropriate Alternative Evidence****(Non-site visit)** | **Fulfilled****Y/N** |
| --- | --- | --- | --- | --- |
| Pre-commencement Meeting | M | Developer to arrange with relevant parties and provide construction programme at meeting. |  |  |
| Start of Works | M | Developer to notify Council Representative (min 4 weeks notice). |  |  |
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| Completion of Formation | M |  |  |  |
| Laying of Road Drainage | M |  |  |  |
| SuDS | M |  |  |  |
| Final Road Drainage | M | CCTV survey report required. |  |  |
| Covering of Kerb Log | M |  |  |  |
| Carriageway Layers |
| Sub-base commencement | M |  |  |  |
| Base Course commencement | M |  |  |  |
| Binder Course commencement | M |  |  |  |
| Surface Course (Modular Blocks only) commencement | M |  |  |  |
| Footway/ path Layers |
| Sub-base commencement | M |  |  |  |
| Base Course commencement | M |  |  |  |
| Binder Course commencement | M |  |  |  |
| Surface Course (Modular Blocks only) commencement | M |  |  |  |
| Cycle Track Layers |
| Sub-base Commencement | M |  |  |  |
| Base Course Commencement | M |  |  |  |
| Binder Course Commencement | M |  |  |  |
| Surface Course (Modular Blocks only) Commencement | M |  |  |  |
| Street Lighting |
| Setting out Plant Positions (cable, columns, boxes, etc.) | M |  |  |  |
| Backfilling of Cable Trenches | M |  |  |  |
| Painting of Plant (if applicable) | M |  |  |  |
| Structures |
| Commencement of Steelfixing | M |  |  |  |
| Each Concrete Pour (incl blinding) | M |  |  |  |
| Formwork Striking | M |  |  |  |
|  |
| Partial Completion | M |  |  |  |
|  |
| Street Lighting (commissioning) | M |  |  |  |
| Carriageway Layers |
| Surface Course Commencement | M |  |  |  |
| Footway/ path Layers |
| Surface Course Commencement | M |  |  |  |
| Cycle Track Layers |
| Surface Course Commencement | M |  |  |  |
| Roadmarkings Commencement | M |  |  |  |
| Substantial Completion | M | Submit substantial completion application and relevant supporting documentation. |  |  |
| Stage 3 Road Safety Audit |  |  |  |  |
|  |
| Landscaping/ planting complete and established |  |  |  |  |
| Full Completion  | M | Submit relevant supporting documentation. (All defects are rectified and the Health and Safety File has been accepted by the Roads Authority.) |  |  |
|  |
| Request for adoption (if required) |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

Status \*

* M Mandatory
* N Notify

**Notes to Applicant/Developer:**

1. The Owner or Developer should notify the Council’s Representative at the target key construction stages listed above, to allow the Council’s Representative to check compliance with Road Construction Consent.
2. Notification should allow sufficient time for the Council’s Representative to respond. The Applicant/ Developer should discuss notification with the Representative as early as possible to allow for other work commitments, annual leave, etc. A minimum of 48 hours’ notice is required unless otherwise stated.
3. Failure to notify and ensure a response is received can result in the Council’s Representative requiring that work is exposed for inspection at the Developer’s cost. It may also result in delays to adoption or the Roads Authority refusing to adopt.
4. Once the applicant or developer is satisfied the project is fully complete and complies with the approved Road Construction Consent, they should apply for Full Completion. When Full Completion is granted, if required, the Developer must also apply to have the road adopted.