The Highland Council
Comhairle na Gàidhealtachd

Roads and Transport Guidelines for New Developments
Stiùiridhean Rathaidean is Còmhdhalach airson Leasachaidhean Ùra

Appendix 5
Eàrr-Ràdh 5
Road construction consent application forms
Foirmichean aonta togail rathaid

Road construction consent application form – RCC F1

Highland Council Road construction consent Roads (Scotland) Act 1984	Grid reference					
	Register number					
	Date of receipt					

I/We ..... hereby make application for construction consent for road works described on this form and on the accompanying plans.

Important

You should consult the Area Roads and Community Works Manager for early advice in order to avoid delays in processing the application.

1. Full name and address of applicant. (block letters)

Telephone number

2. Full name and address of agent (if any) acting on the applicant's behalf. (block letters)

Telephone number

3. Location of proposed road.

4 (a) Do the proposed road works have full planning permission?	Yes / no			
(b) If yes please give				
(i) planning consent reference number				
(ii) date of issue of consent	Date			
(c) If the answer to 4(a) is no, has a "full" planning application or an application for "matters specified in conditions" involving the proposed road works been submitted?	Yes / no			
If YES please indicate whether you have made	Yes / no			
(i) a "Full" application or				
(ii) an application for "Matters Specified in Conditions".	Yes / no			
Please give date of application	Date			
5. State whether you have notified the proposal to all relevant Statutory Undertakers in the following fields:				
Telecommunication services	Yes / no			
Electricity supply services	Yes / no			

Gas supply services	Yes / no
Water supply services (Scottish Water Authority)	Yes / no
Street Lighting (Area Lighting Engineer, Transport, Environmental and Community Services, Highland Council)	Yes / no
Please complete the appropriate landownership certificate and return this form with three copies of all plans to the area roads and community works manager	
RCCF1/	

Construction consent forms - notes for guidance

General

It will be helpful to consult the Area Roads and Community Works Manager before making an application to check that a road construction consent is required. Where there is no existing planning permission for the proposed road works, applicants are advised to consult the Area Planning and Building Control Manager to ascertain whether planning permission is required. It is the applicant's responsibility to ensure that underground water mains, sewers etc., or overhead electricity lines etc., are protected or diverted in consultation with the appropriate supply authority.

Plans

Applications for construction consent, for which a charge based on the estimated value of the works will be made, should be accompanied by three paper copies of each of the following:

a) location plan preferably on an Ordnance Survey base to a scale of 1:1250 or 1:2500.

b) A layout plan of the road network showing carriageway, footways, verges, cycle tracks, footpaths, retaining walls, bridges, earthworks and other relevant detail to a minimum scale of 1:500 (1:250 or 1:200 where pedestrian/vehicle shared surfaces are proposed) and detailing:

(i) the proposed centre, building and kerb lines and footway edges, together with relevant widths and widenings where applicable;
(ii) curve radii of the road alignment and junctions;
(iii) dimensioned visibility splays at road junctions, and forward visibility envelopes when these extend beyond adjacent footpaths;
(iv) vehicular access points to properties;
(v) pedestrian and cycle crossing points at junctions and other locations where dropped kerbs will be provided;

(vi) the carriageway falls and the location of all road gullies;
(vii) the location of the road surface water drainage system and its discharge points together with network design calculations;
(viii) the location and type of lighting columns and lanterns, wall mounted lighting units (if applicable), (including any other lighting which could be construed as secondary lighting), control pillars, underground cables and road crossing ducts;
(ix) the location of all underground services and ancillary apparatus;
(x) the full extent of all cut and fill slopes;
(xi) the boundaries of any areas that it is intended will subsequently be offered for adoption or maintenance;
(xii) details of proposed road markings, traffic signs, and street name plates.

c) A longitudinal section along the road giving vertical alignment details.

d) Surface water drain gradients with manhole positions marked thereon.

e) A ground investigation report depicting the nature of the substrata below road formation level or to rockhead.

f) Typical cross sections through the carriageways, footways and footpaths /cycleways detailing widths, crossfalls, construction depths of materials, kerb and edge details, and typical details of gullies and gully connections, together with specific sections at critical points.

g) Detailed drawings for any structures, bridges, culverts, retaining walls etc., along with appropriate design and check certificates, which may be obtained from the Director of Transport, Environmental and Community Services;

h) A safety audit, when required by the Director of Transport, Environmental and Community Services;

i) Specification details;

j) A flood risk assessment which may include a hydrological report when required by the Director of Transport, Environmental and Community Services;

k) Details of SuDS systems when used to deal with surface water drainage and the limits and type of possible maintenance measures foreseen.

Land ownership

The application cannot be registered if one or other of the certificates regarding land ownership has not been completed.

If the applicant is not the owner of all land fronting, abutting or comprehended in the road and has therefore completed Certificate B (Form RCC F2), Notice No.1 (Form RCC F3) must be served by the applicant on all owners specified in Certificate B. Blank copies of Notice No.1 may be obtained from the Area Roads and Community Works Manager.

Service of Notice No.1 must be effected by first class recorded delivery or Registered Post to the owner(s) of land affected. In the event that the applicant has been unable to ascertain the address of the person upon whom the notice should be served, the notice should be addressed

(i) by name, if the name is known or
(ii) if the owner is not known, by the description of "owner"

And in either event delivered to some person occupying the land, or if there is no such person, by displaying a copy of the Notice on the land.

Sustainable urban drainage systems

Where SUDS systems are envisaged an agreement between the Highland Council and the Scottish Water Authority in respect of maintenance of those systems will be made. A framework for such an agreement is outlined in the SUDS for roads document.

While this framework for a maintenance agreement for new developments will apply to most developments the Highland Council reserves the right to require a site specific agreement, possibly involving third parties, where developments entail major sustainable urban drainage systems and / or flood prevention measures.

The limits of maintenance requirements should be discussed with the Area Roads and Community Works Manager as early as possible in order to enable the making of an agreement as above, preferably before submission of the plans requested to accompany the application for construction consent as listed.

Land ownership details form – RCC F2

Certificate A

To be completed if the applicant is the owner of all the land fronting, abutting or comprehended in the proposed road.

I hereby certify that:

No person other than myself/the applicant* was an owner of any part of the land which fronts, abuts or is comprehended in the site of the proposed road at the beginning of the period of 21 days ending with the date of this application.

Signature of applicant or agent .....

Date .....

Certificate B

To be completed if the applicant is not the owner of all the land fronting, abutting or comprehended in the proposed road.

I hereby certify that:

I have / the applicant has* given the requisite notice to the undernoted persons being all the persons other than myself / the applicant who at the beginning of the period of 21 days ending with the date of the accompanying application were owners of the land fronting, abutting or comprehended in the site of the proposed road to which this application relates.

Name of Owner	Address	Interest	Date of service of notice

Signature of applicant or agent .....

Date .....

RCC F2/2010 Land

Owner notification form – RCC F3

Roads (Scotland) Act 1984

Road construction consent application

Notice number 1

Landowner notification

Notice is hereby given that an application has been submitted for a road construction consent in respect of land at

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in respect of which you are believed to be an owner of land fronting, abutting or comprehended within the proposed road.

Full details of the proposals and plans may be examined at the office of the Area Roads and Community Works Manager

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Any representations on this application for construction consent must be made in writing and submitted to the Area Roads and Community Works Manager at the above address within 28 days of the date of intimation of this notice.

Signed ..... Date.....

This Notice is served on behalf of

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Applicant/Agent
RCC F3/2010