The information requested in this form will be used in preparation of a draft Section 278 Agreement.

Development Details

|  |  |
| --- | --- |
| Planning Permission Number |  |
| Parish |  |
| Location |  |
| Six Figure National Grid Reference |  |
| Development Name |  |
| Anticipated Commencement Date |  |
| Anticipated Completion Date |  |

|  |  |
| --- | --- |
| Name of Developer (In Full) |  |
| Address |  |
| Postcode |  |
| Contact Name |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Developer’sInvoicing details (for Commuted Sum): |  |
| Company name and address |  |
| Accounts payable telephone and email |  |
| VAT registration number |  |
| Company registration number |  |

|  |  |
| --- | --- |
| Developer’s Legal Representative |  |
| Address |  |
| Postcode |  |
| Contact Name |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Developer’s Agent/Consultant |  |
| Address |  |
| Postcode |  |
| Contact Name |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Bondsman details |  |
| Bondsman Company Registration number |  |

|  |  |
| --- | --- |
| Names of owners of title of any land to be dedicated as Highway |  |
| Address |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Is there an s106 for this development? If so, please provide a copy. |  |
| Is OCC party to this agreement? |  |
| Are there any Section 106 obligations relating to the construction of The Highway Works? If so, provide description of works required. |  |

|  |
| --- |
| Once the application has been assessed and accepted as complete by the Highway Agreements Coordinator, the 10% monitoring and inspection fee will be calculated. The 10% monitoring and inspection fee is payable prior to the application being processed and allocated to an engineer.  To enable the monitoring and inspection fee to be calculated accurately we require a schedule of items for all the proposed S278 works. The schedule of items will be used to calculate the preliminary cost of works. This to include 7.5% preliminary items, 15% traffic management and 20% contingency cost. The monitoring and inspection fee shall be calculated as 10% of this total cost.  Please complete the schedule attached.    A minimum monitoring and inspection fee of £2,651 is payable regardless of the scheme size.  All payments must be paid by BACS (Details below). |
| Estimated cost of works including utility diversions (must be provided).  Application will not be considered without this information - £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

BACS Details – Sort Code: 30-00-02, Bank Account: 00162197

The final monitoring and inspection fee amount will be calculated on the technically approved suite of drawings, if this indicates a refund this will be processed accordingly. Any increase in the monitoring and inspection fee must be paid before the technical audit certificate is issued.

Please note – a legal cost undertaking will be required for the agreement; this is in addition to the inspection fees identified above.

**DECLARATION** (This section must be signed by the Developer/Owner)

I/We have read the following notes attached to this form and agree to comply with the requirements contained therein.

(Tick to confirm)

* Detailed design Submission requirements
* Noise Survey Requirements
* Key Stages of Site Inspections Info Sheet
* Testing Requirements
* Schedule of s278 items

I/We undertake that the developer will meet all reasonable costed incurred by Oxfordshire County Council in the preparation of the agreement and, in the event of an agreement not being completed, to pay Oxfordshire County Council all reasonable expenses incurred in any abortive works.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Must have appropriate Authorisation)

Completed form to be returned to: highwayagreements@oxfordshire.gov.uk

**Detailed design submission requirements**

**Important Note** – All items must be supplied with initial submission. Failure to do so will result in the application being returned.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Drawings**  (Where PDFs are provided, they are to be titled with the drawing number and named as detailed below) | **Supplied** | **Comments** |
|  | **Copy of planning permission**  Planning consent to include all outline, full and reserved matters planning consents relevant to the scheme. |  |  |
|  | **Copy of S106 agreement**  Please provide any associated highway works plans. |  |  |
|  | **Location Plan**  Planning application redline boundary clearly identifying the site in the wider Oxfordshire geographical area. |  |  |
|  | **Copy of Highway Records Plan**  Plan confirming the site location and existing highway boundary extent. This to be obtained from OCC’s Highway Records team, please contact: [highway.records@oxfordshire.gov.uk](mailto:highway.records@oxfordshire.gov.uk) |  |  |
|  | **S278 Legal drawing**  Identifying works on existing Highway and dedicated areas.   * Plan to be mapped on an OS base and grid, with reference numbers. * Purple line denoting the existing Highway Boundary (accurate boundary to be confirmed throughOCC’s Highway Records teamhighway.records@oxfordshire.gov.uk) * Red line around all works area (including vision splays, clearance and vegetation works) * Pink shading clearing denoting areas for dedication. * Drainage easements to be coloured yellow (to extend 3m either side of the pipe and 3m past the point discharge) * Pond discharge easements to be hatched a darker blue (to include the entire bond and extend 3m beyond the embankments). If a pond discharge easement is relevant an access route and easement will be required) * Adoptable streetlights to be illustrated in red * Drawing scale to be 1:1250 for land registry * Drawing scale to be 1:500 for highway boundary |  |  |
|  | **General arrangement**  Drawing requirements:   * North point * Key identifying all aspects of the works * Junction and forward visibility splays clearly denoting the value at the required standard * All proposed works to be shown in black (including road markings) * Existing layout to be in grey * Purple line denoting the existing Highway Boundary (accurate boundary to be confirmed throughOCC’s Highway Records team[highway.records@oxfordshire.gov.uk](mailto:highway.records@oxfordshire.gov.uk)) |  |  |
|  | **Land Registry Title and Plan** (if any dedication)   * Drawing scale to be 1:1250 for land registry |  |  |
|  | **Separate Road Safety Audit 1 & 2**   * Ensure the RSA reviews the full suite of drawings and identified in the report. * Provide adesigner’s response report * Must be carried out in accordance with GG119 * The audit is to include consideration to the accident data (five years) and speed survey results (if relevant) * All sections of the audit are to be completed before submitting to OCC. For example, auditor’s acceptance of the designer response to their recommendations. |  |  |
|  | **Roundabout if applicable**   * Provide all information for the roundabout in a tabulated format (see example) * Ensure all dimensions are included on the drawing, illustrating all widths for roundabout, carriageway, footways, verges etc. * Provide a departures and relaxation report regardless if any are identified, this is to provide an audit trail. |  |  |
|  | **Noise Survey**  Refer to Highway Agreements website for noise survey information sheet (link to information sheet below). |  |  |
|  | **Approved Planning Layout**   * Red line planning application boundary around location * Updated in line with planning consent obligations * Drawing scale 1:1250 |  |  |
|  | **Approved Planning Landscape Plan**  Note: Trees’ should include all Arboricultural features such as groups of trees and hedges.   * Tree species schedule to be provided * A tree survey report to be undertaken and provided * All reports and plans should be in accordance with BS5837:2012 Trees in relation to design, demolition and construction. * All reports and plans must refer to OCC Highway trees only. * The Highway boundary must be clearly shown on all plans. * A report of all existing trees\* within the red line boundary and any off-site trees which may be impacted by the proposed development. * A tree schedule and plan to show all trees with their tree retention category, crown spread and RPAs. * An assessment of the impact of the proposed development on the trees, identifying trees that would require removal and the impact on any retained trees. * A plan that clearly shows trees to be removed and retained trees in relation to the proposed development. * A method statement outlining how retained trees will be protected throughout the development. * A plan showing how the retained trees will be protected i.e., with fencing or ground protection. |  |  |
|  | **Signs and Lines Plan and Schedule**   * Signing and lining plan with TSRGD referencing * Imagine of sign illustrated on plan in the proposed locations * As separate TRO and consultation plan may be required depending on proposed works * A general note to be included stating all existing lining to be refreshed within the vicinity of the works * Provide bollard and signpost foundation construction details |  |  |
|  | **Highway Longitudinal Sections**  Drawing requirements:   * Existing ground level * Chainage * Alignment level * Gradients shown as a ratio on the long section * K values to be clearly marked * Vertical alignment * Horizontal alignment * Crest and sags to be clearly marked * Key to be provided clearly denoting existing and proposed alignment levels * Surface water and foul drainage to be shown (gradients to be provided on the pipes between manholes). |  |  |
|  | **Highway Cross Sections**   * To include gradients (in a ratio format not as a percentage) * Dimensions required * Illustrate existing and proposed highway boundary with a purple line * Cross sections to illustrate tie-in to private boundaries |  |  |
|  | **Swept Path Analysis**   * OCC require a swept path analysis for an 11.6m in length refuse vehicle passing an on-coming or parked family car throughout the layout.  The carriageway will require widening on the bends to enable this manoeuvre * Ensure the direction of movement is clearly illustrated using different colours if required * Other swept path analysis maybe required depending on the usage for example bus/coach and HGVs tracking * Fire tender tracking required |  |  |
|  | **Highway Construction Details Including Drainage**  Construction details to be provide for all aspects of the adoptable works including fencing, drainage outlet details and any other specialist items |  |  |
|  | **Geotechnical Report**  Any recommendations and conclusions need to be addressed with a designer response |  |  |
|  | **Proposed Combined Service Layout Plan**   * Ensure all utilities are illustrated in accordance with NJUG |  |  |
|  | **Drainage Layout Plan**   * Existing drainage annotated and shown in grey * Proposed drainage to be shown in blue * Foul drainage to be shown in brown * Provide S104 Certificate and approved drawings * Contouring levels to be shown * All SUDS features to be detailed |  |  |
|  | **Drainage Long Sections**   * Foul drainage and manholes to be shown * Identify any areas of concrete cover required |  |  |
|  | **Drainage Calculations and Schedule**   * Please provide information in a PDF format * Provide a CCTV survey of the existing drainage in the area in addition to drainage modelling, drainage calculations and discharge information. Oxfordshire County Council have published the “[Local Standards and Guidance for Surface Water Drainage on Major Development in Oxfordshire](https://www.oxfordshirefloodtoolkit.com/wp-content/uploads/2018/12/LOCAL-STANDARDS-AND-GUIDANCE-FOR-SURFACE-WATER-DRAINAGE-ON-MAJOR-DEVELOPMENT-IN-OXFORDSHIRE.pdf)” to assist developers in the design of all surface water drainage systems, and to support Local Planning Authorities in considering drainage proposals for new development in Oxfordshire. The guide sets out the standards that we apply in assessing all surface water drainage proposals to ensure they are in line with National legislation and guidance, as well as local requirements |  |  |
|  | **Levels and Contour**   * Existing levels to be shown grey * Alignment level of footway (front and back) and carriageway (channel and centerline) to be demonstrated in black on * Clearly illustrate the location of levels * Levels on private land to be provided on the threshold of the Highway boundary * Embankment gradients to be added * Gradient arrows to be provided on the footway and carriageway * If applicable, retaining wall locations and heights to be illustrated and confirming as to whether retaining the proposed Highway |  |  |
|  | **Street Lighting Design**  Note: Indicate whether the intention is for OCC to design the lighting scheme or provide the information requested below: -   * Street lighting layout plan identifying street lighting spread * Street light design calculations |  |  |
|  | **Material Testing**   * Ensure all material testing records are kept for review for every stage of the construction |  |  |

**LINKS TO INFO SHEETS**

[Requirements for Fill Material in Adopted Highway Info Sheet](https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/RequirementsforFillMaterialinHighwaysforAdoption.pdf)

[Noise Survey Info Sheet](https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/NoiseSurveyS38_278InfoSheet.pdf)

[Colouring for Legal Plans](https://www2.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/transportpoliciesandplans/ColouringLegalPlansInfoSheet.pdf) Info Sheet

[Key Stages For Site Inspections Info Sheet](C:\\Users\\suzanne.white\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\2. Construction\\Info Sheets\\Key Stages for Site Inspections .pdf)

[Traffic Signal Requirements Info Sheet](https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-policies-and-plans/trafficsignalrequirementsinfosheet.pdf)

[Section 184 and 278 Comparison Information Sheet](https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport-major-projects/section184and278comparisoninformationsheet.pdf)

[Tree Policy for Oxfordshire](https://www.oxfordshire.gov.uk/sites/default/files/file/countryside/TreePolicyforOxfordshire2022.pdf)

**Streetworks Contact Emails**

[Roadspacebooking@oxfordshire.gov.uk](mailto:Roadspacebooking@oxfordshire.gov.uk)

[Roadopeningsandsection50@oxfordshire.gov.uk](mailto:Roadopeningsandsection50@oxfordshire.gov.uk)