

Application for Roads Construction Consent Guidance Notes

Place and date of application

An application for Construction Consent should be made on **Form CC1**. Completed application forms should be submitted at least three months prior to the intended commencement of construction to the Roads Authority's Representative. An application will not be registered unless it contains all the relevant documents/information detailed on **Form 1** – Documents to be submitted.

The application for Construction Consent for as large an area as is feasible is to be recommended. This will allow a roads layout to be established. The Consent area may be phased, and the value of the Road Bond will be relative to each phase. However, each section must be able to provide for turning traffic within the section.

Design

All design must be undertaken in accordance with the Governments 'Designing Streets' document and local roads guidance.

Submission of plans and associated documents

Applications for Construction Consent should be **submitted via email** to transportation@north-ayrshire.gov.uk. If the submission is large, then this can be submitted via the Councils file sharing system (instructions available on request). The submission should be **accompanied by one paper copy initially of detailed working drawings folded to A4 size** which should include the following:

1. Correctly completed forms
 - a) CC1
 - b) CC2 (if required)
 - c) CC3 (if required)
 - d) CC5 (if required)
2. **A location plan**, showing proposed development on the Ordnance Survey base, to a scale of 1:1250 or 1:2500, showing the proposed road network and its relationship to existing development.

3. **A layout plan** of the carriageways, footways, cycleways, verges, footpaths, cycle paths, retaining walls, bridges, drainage systems and earthworks to a scale of 1:500 (1:200 where pedestrian/vehicle/cycle shared surfaces are proposed) showing:
 - a) the proposed centre, building and kerb lines (and the back of the footway where this differs from the building line);
 - b) curve radii of the road alignment and junctions;
 - c) dimensioned visibility splays at road junctions;
 - d) vehicular access points to properties;
 - e) pedestrian crossing points at junctions and other locations where dropped kerbs will be provided;
 - f) cycle crossing points with dropped kerbs where shared use facilities are proposed;
 - g) the location of all road gullies;
 - h) the location of the road drainage system and its discharge points;
 - i) the location and type of lighting columns and lanterns, wall-mounted lighting units (if applicable), control pillars, underground cables and road crossing ducts;
 - j) the location of all underground services and ancillary apparatus;
 - k) the full extent of all excavated and infill slopes;
 - l) the boundaries of any areas which it is intended will subsequently be offered for adoption or maintenance;
 - m) the layout and specification of all road markings, signs, street name plates and traffic signals;
 - n) precise site limits.
 - o) ground floor levels
 - p) details of SUDS system
 - q) driveway gradients
 - r) locations of traffic calming measures
4. **Road Profiles to a scale 1:500 Horizontal 1:100 Vertical**
5. **Surface Water Drainage Profiles to a scale 1:500, Horizontal 1:100 Vertical**
6. **Typical Cross Sections**
7. **Vehicle Swept path**
8. **Section 79(1) Agreement for any bridges or structures.**

9. **A Safety Audit for the design in accordance with HD19/94 and HA42/94**
10. **Consultation Certificates from appropriate bodies**
11. **Site Investigation Information**
 - a) A factual ground investigation report including interpretative report
 - b) Report from the Coal Authority / Mining Consultant
 - c) Report from the British Geological Survey
12. **Form CC7 Road Bond**
13. **Design and Check Certificates**
14. **General Arrangement Drawing of all Structures showing the structural form**, clear span(s) and other leading dimensions, headroom or clearance, materials, finishes and parapets with elevation, plan and typical cross sections to scales 1:50, 1:20, 1:10 as appropriate.
15. **Cycling Audit**
16. **Disability Access Audit** It will be acceptable for these documents to be submitted in an approved electronic format. The Local Roads Authority's Representative should be contacted to confirm details of acceptable electronic formats.
17. A construction consent checklist; **Form CC9**

Footpath

Where the developer proposes to construct a footpath an agreement in terms of Section 18 of the Roads (Scotland) Act between North Ayrshire Council and applicant to take over the footpath, which will subsequently be maintained by the Roads

Authority, will be required (**Form CC5**). A footpath is a path that is not beside a road and a footway is a pavement that is next to a road or adjacent to the road but separated by a verge.

Drainage

Drainage should be designed to include a Sustainable Urban Drainage System (SUDS). Design calculations and design and check certificates (**Form DC2**) for the drainage system will be required to show the adequacy of both the system and the discharge points. Drainage layout and design must be approved by Representatives of the Local Roads Authority, Scottish Water and SEPA. Where connections are made to a private drainage system written confirmation is required to show that authority has been obtained from the appropriate proprietor.

A Memorandum of Understanding (MOU) between Scottish Water and North Ayrshire Council outlines the principles of working together to minimise the costs to roads authorities, Scottish Water and developers when proposing new residential development. Under the terms of the MOU, the Local Authority will have ultimate responsibility for ensuring the maintenance of the 'above ground' assets of the shared system.

The maintenance and inspection operations will, however, be implemented by a land manager / factor appointed, in the first instance, by the developer on behalf of the owners or prospective owners of properties within the proposed development.

1. Maintenance and inspection schedule that must be submitted to the Council for approval. Maintenance Schedules should include, but will not be limited to, the following activities:
 - a. Clearance of debris from screens
 - b. De-littering of embankments
 - c. Removal of debris from the watercourse channel / cut-off drains
 - d. Grass cutting during the growing season
 - e. Maintenance of a service strips and access ways that, in turn, facilitate the maintenance and monitoring of watercourse channels, cut-off drains, outfalls, filter drains and other SUDS infrastructure.
2. A 'Responsibility Schedule' for drainage infrastructure detailing the prospective maintenance responsibilities of Scottish Water, NAC and third parties for the purpose of safeguarding the proper function of the assets. This could either be a plan showing each drainage item (i.e. filter trenches, carrier drains, gully connection, suds outfalls/inlets, basins etc) coloured appropriately or a schedule listing each asset, or a combination of both. For example it could read that the Council will be responsible for gullies, gully connections, filter trench and pipe until it meets the main carrier drain etc
3. A management statement indicating the proposals for who will carry out the maintenance of the above ground drainage assets (NAC) detailed in the responsibility schedule. It is understood that at the construction consent stage the actual factor will not be known however we will require to establish whether these will be maintained by the developer, the residents and/or factored out.

For more information please to the 'Drainage SUDS flooding procedure for developers'.

Gully gratings and frames shall comply with BS EN 124, the upper surface shall be flat and the slots in gratings or between gratings and frames shall not be orientated parallel to the direction of traffic.

Structures

Where the submission includes structural design, the application must include detailed drawings and calculations to demonstrate the suitability of the structure to carry the imposed loading, to provide the required standard of durability and to provide waterway suitable for a 200 year return period flood event with at least 300mm clearance to the soffit. The submission is to be accompanied by design and check certificates (**Form DC1**). The form of the certificates will be determined by the Local Roads Authority's Flooding Officer taking into account the complexity of the structure(s) involved and will follow the format set out in BD2/89 of the DMRB. If the need for additional or amended structures arises after the granting of Construction Consent, the Developer should seek the approval of the Flooding Officer, before starting construction, who may require further details and design and check certificates to be submitted, depending on the nature of the addition or amendment.

Safety audit

Where a safety audit is required, a copy of the **safety audit** should be included with the Construction Consent application. All Safety Audits shall be carried out by a Council approved Safety Auditor in accordance with the Design Manual for Roads and Bridges.

Responsibility for design

The granting of Construction Consent does not imply that the Local Roads Authority accepts any responsibility for the accuracy or suitability of the design.

Soil report

A soil report should be provided giving the C.B.R. test results of the sub-grade, for subbase determination. If the road construction is to be less than 450mm the soil report should include a certificate of non-frost susceptibility for the sub-grade. The site investigation should also determine the suitability of the underlying soil for the chosen SUDS treatment methods and this should be considered in the submitted report.

Mineral report

In areas which are known to have been infilled or have a history of mineral workings, the Local Roads Authority's Representative may require the developer seeking Construction Consent to supply a mineral report together with supporting information on ground stability.

Docqueting of plans

It is essential that the plans, detailed drawings and specification submitted with the application are docqueted “This is the plan/drawing/specification referred to in the application”, signed and dated by the applicant or agent.

Notification of owners

Where any person other than the developer owns land which fronts, abuts or is comprehended in **the new road(s) or the extension of the existing roads(s)** for which Construction Consent is being sought, the developer will be required to declare that all such persons have been notified of the application for Construction Consent. A draft Notice for Service on Owner and Occupiers ([Form CC3](#)) is included for the convenience of applicants. A [Form CC2](#) Docquets of Service to be included in the application.

Owner’s objections

Any person to whom the application has been intimated under the provisions of the preceding paragraph may, within twenty-eight days of the date of intimation, make written representation to the Local Roads Authority. Any such representations will be considered before Construction Consent is granted.

Hearing of applicant

Should it be considered that the application for Construction Consent be refused or granted subject to special conditions, the applicant will be afforded an opportunity to be heard prior to such a decision being made.

Construction period

It will be a standard condition of any Construction Consent that the Construction will be completed within the period specified in the Consent. This period will not be less than three years and will be based on the Developer’s proposed programme of works. If, as a result of a change in circumstances during construction, it is demonstrated that the specified period is no longer realistic, the Local Roads Authority may grant an extension. In normal circumstances, once homes are occupied, no more than one extension of time will be granted by the Local Roads Authority. If the full development is not completed within the specified period, including any extension, the Developer will be required to amend the Construction Consent to allow adoption of that part which is open to public use. Alternatively, the roads will be completed by the Local Roads Authority using the Road Bond.

Right of appeal

If an application for Construction Consent is (i) refused or (ii) granted subject to special conditions, the applicant may within 28 days of the date of intimation of such a decision appeal to the Scottish Ministers.

Amendments to consent

Should the Developer, for any reason, wish to depart from the construction or layout details for which Construction Consent has been granted, he must first seek the approval of the Local Roads Authority Representative for the amendment – for which there is a charge. Major changes may require the submission of a new application for Construction Consent.

Road lighting

The Developer should note that provision of road and footway lighting is made by the developer(s) and at their own expense, such provision to be to the specification of the Local Roads Authority. In the interest of public safety the Developer should provide operational street lighting adjacent to occupied housing. The Developer's detailed proposals for lighting should be submitted with Application for Construction Consent.

Road Bond

Where a developer is required to lodge a Road Bond or deposit, **Form CC7** (obtainable at the Council offices or on request) should be completed by the Guarantor as part of the application for Construction Consent. The Road Bond must be lodged with the Local Roads Authority before any house building can commence. An A4 size drawing shall be provided showing the Construction Consent area applied for outlined in red. The area for which a bond is required for any section within the Consent area is to be outlined in blue. The Local Roads Authority's Representative shall determine the amount of bond, sufficient to meet the cost of completing the private road in accordance with the Construction Consent.

Method of estimating Bond

The Developer is requested to provide an estimate of the cost of the different elements of road, footway, verge, drainage, structures and lighting within the development. The Local Roads Authority's Representative will determine the adequacy of the estimates from the information provided and revise the figure as necessary to meet the cost of constructing the road in accordance with the construction consent at present day prices. An allowance of 5% per annum compounded should be used for calculating the index

between the date of application and the termination of the consent period (ie the multiplying factor for 3 years would be 1.16).

Reduction of Bond

A written application may be made for a reduction in Bond to the Local Roads Authority's Representative.

Reductions should normally be at the following stages; however all reasonable requests should be considered.

- 50% (completion of the base course, the drainage and the kerb base in the carriageway)
- 75% (completion of construction, including traffic signs, gully connections, manholes and carriageway lighting)
- 90% (maintenance period (or the date of completion of any works necessary to rectify defects) of works complete,

The road bond will not necessarily be reduced by 50%, 75% or 90%. The road bond will be required to cover the value of outstanding works against current rates (not necessarily means that 50% of the works complete equals a 50% reduction in bond due to differing rates).

Inspection fees

Attention is drawn to Section 140(6) of the Roads (Scotland) Act 1984 which entitles the Local Roads Authority to recover expenses reasonably incurred by them to ensure that the work carried out complies with the Construction Consent. The recovery of these costs will be from the person to whom the Construction Consent was granted. The Local Roads Authority gives notice of its intention to recover those expenses to which it is entitled under the Act.

Street nameplates

Wall mounted street nameplate

Non-reflective, Helvetica medium lettering, black on white background on 3mm aluminium plate, rounded corners and 8mm black border. Sealed with appropriate weatherproof clear protective material. Lettering to be 75mm, upper case, and on two or more lines if appropriate.

Mounted on timber backing plate, 12mm thick, painted and weatherproofed as appropriate, overall size 10mm larger than sign, all secured by 8 steel hardened, galvanised screws, with white caps, and raw plugs.

Free standing street nameplates with poles

Same specifications as wall mounted nameplate (excluding timber backing plate etc) but with riveted channel rails and 4 x 76mm stainless steel anti-rotational clips, plus 2 x 76mm diameter, 105m grey PVC material coated poles, bitumen coated internal surfaces, galvanised base plates, plastic pole caps, to allow mounting height of 1 metre and foundation depth of 500mm.

Fitted in 300mm x 300mm x 500mm deep hole, ancillary concrete mix ST2 or similar approved mix, concrete foundations to be float finished flush with existing hard surfaces and painted with bitumen paint to match. Soft soil, verge, turf etc. to be reinstated to original surface, where appropriate on top of concrete foundation. Contractors must secure all necessary road opening permits required for groundworks involved in erection of pole mounted street signs and must also satisfy themselves as to the position of all services, under or in proximity to these groundworks, and take any measures required to safeguard such services, and safety of their operatives.

Signing and road marking

1. All signing and road markings to be in accordance with "The Traffic Signs Regulations and General directions 2002" and subsequent revisions.
2. All signs to be manufactured in Class Ref 2 of BSEN12899, 2001 or equivalent unless otherwise stated.
3. Sign Post Specification:- All Traffic sign posts shall conform to the requirements of BS 873 part 7 subject to the following restrictions/amendments/additions:
 - a) Posts shall be manufactured using structural hollow sections to BS4848 part 2.
 - b) Posts shall be galvanised and have a self-coloured grey P.V.C. or E.V.A. plastic coating of thickness not less than 0.3mm applied externally, over the full length of the post, using the fluidised bed process.
 - c) In the case of large base posts, the post shall be welded to the top of the base housing by continuous weld round the entire circumference of the post and by welding the bottom of the post to an internally fitted reinforcing ring.
 - d) All posts shall have a coating of bituminous paint complying with BS 3416 applied internally over the full length of the post.
 - e) In the case of large base posts an 18mm conduit hole shall be provided 75mm from the top of the post as indicated in the enclosed drawing. A base plate (as specified in BS 873 part 7) shall also be provided.

- f) To prevent the ingress of water all open ended posts shall be provided with post caps conforming to BS 873 part 7 section 5.4.
 - g) Manufacturers shall state clearly the plastic material to be used to coat the posts.
4. The illumination and numbering of traffic signs to be co-ordinated with Road Services Lighting Section.
 5. All road markings to conform to Traffic Signs Manual Chapter 5 – Road Markings 2003.
 6. A minimum sign mounting height to be 2.25 metres over footway and 1.8 metres over verge unless otherwise stated.