

**APPLICATION FOR ROAD AGREEMENT
HIGHWAYS ACT - SECTION 38**



One copy of this form together with the drawings and information specified below should be submitted to:

Highways Development Control Team
Old Police Station RES1417
Shire Hall
Castle Hill
Cambridge
CB3 0AP

For office use only

Case Engineer:
Ref: G59/

Development Details
 Planning Permission Reference No. / /
 Parish
 Location
 Development Name Phase:

Developer Details
 Company Name:
 Address:
 Contact Name:
 Telephone No E-Mail.....

Agent Details
 Company Name:
 Address:
 Contact Name
 Telephone No E-Mail.....

Developer's Solicitor
 Name:
 Address and/or DX.....
 Contact Name
 Telephone No E-Mail.....

Checklist of Documents, Plans and Drawings to be submitted

- Copy of the Full or Reserved Matters Planning Approval Decision Notice
- One copy of the detailed layout approved by the Local Planning Authority
- 1:2500 Site location plan
- 4 copies of the engineering layout 1:500 or 1:200 scale
- 4 copies of the site layout 1:500 scale to show all dwellings, slab levels and vehicular accesses, junction and pedestrian to vehicle visibility splays and surface water drainage layout. This drawing will form the basis of the agreement dedication plan.
- 4 copies of standard construction details, cross sections, longitudinal sections, drainage details and all other supporting drawings
- 2 copies of the site investigation/soils report to justify the design CBR used.
- One full set of digital drawings provided on CD or DVD.

Signed.....

Dated.....

On behalf of.....

CAMBRIDGESHIRE COUNTY COUNCIL

HIGHWAYS ACT – SECTION 38

Notes for the guidance of applicants:

1. The Council will not normally process an application for a Section 38 Agreement before Full or Reserved Matters planning approval has been issued due to the risk of abortive work being undertaken.
2. If appropriate soils data is not submitted with the application, a design value of <2% will be assumed in order to determine the required sub-base depth. It is not acceptable to simply list the alternatives on the carriageway cross-section drawing.
3. A street lighting design brief must be obtained from the Cambridgeshire County Council Street Lighting team <http://www.cambridgeshire.gov.uk/transport/lights/streetlighting/>
4. Highway drainage shall as far as possible be sited within the adoptable highway or a combination of the adoptable highway and existing public highway.

Where a new highway drain is unavoidably routed through private land, an easement may be required. Where such easements are required, the completion of the Section 38 Agreement will not take place before that of the easement.

Any easement text will be provided by the County Legal Services Team.

5. The Bond Sum is equivalent to the Council's estimate of the value of the works. This estimate is calculated on a linear metre unit cost basis. The Council periodically reviews this unit cost. The current figure can be obtained from the Highways Development Control Manager. Tel 01223 814438
6. An Agreement Fee is charged by the Council in respect of all Section 38 Agreements. The fee is currently set at 8.5% of the Bond Sum. 50% of the Agreement Fee will be requested upon receipt of this Section 38 application. Failure to respond by return will delay technical vetting of the scheme.
6. Commencement of works on site without technical approval will result in the Agreement Fee being increased to 10% of the Bond Sum.