



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

North Ayrshire Supplementary Street Design Guide

Appendix C – Consenting and Adopting

Version 1: 2023



Version Control

Issue	Date	Nature of Change/Pages Affected
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1.1 Before Applying for Construction Consent

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 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.

Owners 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.

1.2 Applying for a Construction Consent

Design

All design must be undertaken in accordance with the Governments "Designing Streets" document, North Ayrshire Council Supplementary Street Design Guide (SSDG) and the National Roads Design Guidance (NRDG).

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.

Planning 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 of the relevant documents/information detailed below.

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', and signed and dated by the applicant or agent.

Documents to be submitted

The following must be submitted, where required, to enable a Construction Consent application to be registered. If this information is not included the application **will not** be registered or assessed in detail: -

1. The correct CC1 Form used and duly completed correctly.
2. The correct CC2 Form used and duly completed correctly (if required).
3. The correct CC3 Form used and duly completed correctly (if required).
4. The correct CC5 Form used and duly completed correctly (if required).
5. A location plan.
6. Layout plan(s).
7. Longitudinal section(s).
8. Typical cross sections.
9. All drawings docqueted, dated and signed.
10. A safety audit (where required).
11. A factual ground investigation report including interpretative report.
12. Street lighting drawings and design calculations.
13. Report from the Coal Authority/Mining Consultant.
14. Report from the British Geological Survey.
15. Structural design calculations (where required).

The following list details the required documents/information that must be submitted in support of an application for Construction Consent. Applications for Construction Consent should be accompanied by an electronic copy of detailed working drawings which should include the following:

1. **Correctly completed forms.**
 - a. CC1 Application for Construction Consent to Construct or Extend a Road.
 - b. CC2 Notification of Adjacent Properties (Docquets of Service (if required)).
 - c. CC3 Notice of Service (if required).
 - d. CC5 Agreement to Take over Footpath(s) (if required)
 - e. CC9 - Construction consent checklist; completed.
 - f. Form DC1 - Structures design and check certificates. (if required).
 - g. Form DC2 - Sustainable Urban Drainage System (SUDS) design and check certificates.
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. **Layout plan(s)** of the carriageways, footways, cycleways, verges, footpaths, cycle paths, retaining walls, bridges, drainage systems long section to show cut and fill 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 also the back of the footway where this differs from the building line).
 - b. Curve radii of the road alignment and junctions.
 - c. Corner radii.
 - d. Horizontal curve size.
 - e. Dimensioned visibility splays at road junctions.
 - f. Vehicular access points to properties.
 - g. Driveway dimensions and number of bedroom within dwellings.
 - h. Pedestrian crossing points at junctions and locations where dropped kerbs will be provided. Indicated on kerb layout drawing.
 - i. Cycle crossing points with dropped kerbs where shared use facilities are proposed.
 - j. The location of all road gullies.
 - k. The location of the road drainage system and its discharge points.
 - l. The location of all underground services and ancillary apparatus.
 - m. The full extent of all excavated and infill.
 - n. The boundaries of any areas which it is intended will subsequently be offered for adoption for maintenance.
 - o. The layout and specification of all road markings, signs, street name plates and traffic signals.
 - p. Precise site limits.
 - q. Ground floor levels.
 - r. Driveway gradients.
 - s. Locations of speed reduction measures.
 - t. Adoption plan.
 - u. Setting out information.
 - v. Kerbing drawing.
4. **Street lighting** drawings and design calculations. Including the location and type of lighting columns and lanterns, wall-mounted lighting units. (If applicable) control pillars, underground cables and road crossing ducts.
5. **Longitudinal Sections** to a scale 1:500 Horizontal 1:100 Vertical.
6. **Surface Water Drainage Profiles** to a scale 1:500, Horizontal 1:100 Vertical.
7. A **Drainage Assessment** (DA) should be prepared in accordance with current SEPA best practice guidance. The discharge of stormwater from the development should comply with the stipulated design criteria, current SUDS for Roads design guidance and any requirements of Scottish Water.
8. The following information to be submitted in connection with the **SUDS design**.
- SUDs Design and/or Drainage Design.

- Overland flow diagram for before and after development.
- A completed DC2 Form; SUDS and Drainage Self Certificate.
- A completed self-certification for Flood Risk Assessment, Drainage Impact Assessment.

9. A “**Responsibility Schedule**” and plan for drainage infrastructure detailing Scottish Water, NAC and owner infrastructure for all drainage infrastructure. Refer to Appendix H – Drainage and SuDs for further information.
10. A **SUDs Management Plan** to be provided (Refer to Appendix H – Drainage and SuDs for further information) which will include.
- A SUDs overview.
 - A “Management Statement” to describe the SUDS scheme and set out the management aims and responsibilities for the site.
 - A “Maintenance Schedule” describing what work is to be done and when it is to be done using frequency and performance requirements as appropriate.
11. A copy of letters from **SEPA and Scottish Water** confirming that your drainage proposals are acceptable. Including confirmation that Scottish Water will vest in the drainage infrastructure.
12. **Site investigation information**, including:
- a. A factual ground investigation report including interpretative report.
 - b. Report from the Coal Authority / Mining Consultant.
 - c. Report from the British Geological Survey.
13. 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. If application contains structures (including retaining walls); a DC1 Form - Structural Design Certificate and, if being adopted, a Section 79(1) Agreement for any bridges or structures.
14. Vehicle **swept path** analysis.
15. A **Safety Audit** for the design (if required by North Ayrshire Council).
16. **Consultation Certificates** from appropriate statutory and/ or non-statutory consultees.
17. **Cycling Audit**.
18. **Disability Access Audit** (It will be acceptable for these documents to be submitted in an approved electronic format. The Local Roads Authorities Representative should be contacted to confirm details of acceptable electronic formats).

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.

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.

Phasing

There are two options for phasing a development:

Option 1 – A separate construction consent is required for each phase. A road bond, if required, is then provided for each consent. Each consent could then be adopted separately provided construction traffic has an alternative route.

Option 2 – One consent is issued for the whole site and the developer provides a phasing plan. Each phase then requires an equivalent road bond as each phase starts. The bonds can be reduced for each phase as the development progresses. However, all the phases require to be complete before the site can enter the maintenance period. The developer will initially require a construction consent to be issued indicating a total road bond cost for the entire site. Due to the need to separate the road bond calculation into phases an amendment to the consent will be required for which there is a fee. The developer will require to submit a phasing plan. No work can commence on the next phase until a road bond, if required, is submitted for the phase.

1.3 Commencement of Construction

Prior to commencement of any works on the public road (including the footway) that relate to the development, the contractor must obtain the necessary permits to occupy and work on

the public road, contractors must contact the council to book a time slot to undertake the necessary works.

Pre- construction dilapidation survey of existing network to be carried out prior to work commencing. The area for this is contained on CC4 form.

Where the development is for residential use, security in accordance with the current Security for Private Road Works (Scotland) Regulations must be lodged with the council prior to house building operations commencing. No security is required for industrial/ office/ retail development or for residential developments carried out by a recognised Housing Association. The Security for Private Road Works (Scotland) Regulations provide further information on the exemptions.

Road Bond

Where a developer is required to lodge a Road Bond or deposit, Form CC7 (obtainable at the Council offices or the North Ayrshire Council Web Site) 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.

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.

Information Required Pre-Construction

The developer will be required to submit the following information prior to the commencement of construction:

1. A programme of works which includes the aspects of construction detailed in the general information sheet.
2. Construction vehicles routeing details.
3. Traffic Management Plans.
4. Method of Inspection Fee Payment.
5. Road Bond (where applicable).
6. Contractors Contact Form duly completed.
7. Temporary Traffic Signal Form (PLS-A form) if required.

1.4 During Construction

The new road must be constructed in accordance with the details provided by the Developer and the Full Road Construction Consent as approved and granted by the Council.

Unforeseen conditions on-site may however require changes to these. If these are minor changes (e.g., to detail) they may be mutually agreed between the Developer and the Active Travel and Transport Manager but where the changes are of a larger scale (e.g. to layout) then an application for an Amendment to the Road Construction Consent must be made by the Developer. No works involved in such changes should be undertaken until the Active Travel and Transport Manager gives written confirmation.

Inspections

The inspection fee method chosen for the development will either be lump sum or actual costs. Should actual costs be the chosen option then both on-site inspections and subsequent in-house discussions relating to the construction works will be re-charged on a six-monthly basis. You will receive a copy of the on-site inspection record sheets. The following stipulations must be adhered to:

1. Council officers shall have access at all times in connection with the construction of roads covered by Road Construction Consent. The officers will be permitted to take samples and to measure the thickness or quantity of materials used or take any dimensions or levels in order to satisfy themselves that the design requirements and specifications adopted by the council from time to time are being, or have been, complied with.
2. In addition, the Developer must inform the appropriate council officers, giving a minimum of 2 working days' notice, of the following stages of work (It should also be noted that the developer will be charged in respect of the inspection of these works if actual costs are chosen).

Carriageways and Footways / Footpaths

1. Intention to commence work. This includes commencement on or adjacent to a Public Road.
2. Setting Out.
3. Commencement of excavation (inspection of sub-soil conditions).
4. Commencement of laying capping layer or sub-base.
5. Commencement of installing concrete log.
6. Commencement of kerbing.
7. Commencement of laying binder course to carriageway.
8. Commencement of laying surface course to carriageway.
9. Commencement of laying sub-base to footways/ footpaths.
10. Commencement of laying binder course to footways/ footpaths.

11. Commencement of laying surface course to footways/ footpaths.

Road Drainage

12. Breaking into existing pipe runs—before installation of saddle connection or inspection chambers.
13. Completion, bedding and haunching (but before concrete surrounding of haunching and completion of inspection chambers—before backfilling (tests where applicable)).
14. Completion of backfill (tests where applicable).

Road Traffic Signals, Road Lighting and Illuminated Traffic Signage

15. Intention to commence.
16. Determination of exact location of plant by Developer on Site (Street Lighting Officer to be in attendance).
17. Commencement of column and sign erection.
18. Commencement of cable laying.
19. Commencement of electrical work (N.B no connections allowed to existing council supplies except by Street Lighting Officer).
20. Commencement of electrical testing and commissioning of installation (actual connection dates must be noted).

Traffic Signs and Road Markings

21. Commencement of sign installation.
22. Verification of position of signs in accordance with the approved drawings.
23. Completion of all road markings.

Outstanding Works Defined by Council Officers After Formal Inspections

24. Completion of each item of outstanding works as a result of non-conforming works identified on the daily inspection sheets.

Structures

25. Intention to commence construction.

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.

1. 50% (completion of the base course, the drainage and the kerb base in the carriageway).
2. 75% (completion of construction, including traffic signs, gully connections, manholes and carriageway lighting).
3. 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.

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, they 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.

1.5 End of Construction

Following completion of a private road constructed in accordance with a Construction Consent an inspection will be undertaken by the Local Roads Authority's Representative to ensure that the road has been constructed to a standard acceptable for adoption.

The developer or contractor is required to contact North Ayrshire Council requesting an end of construction inspection. This will be carried out with representatives from the Council, contractor, and developer. On completion of the inspection the contractor/developer will be provided with a list of any outstanding remedial works related to the Road Construction Consent will be provided. Any defects will have to be made good to the satisfaction of the Local Roads Authority's Representative within an agreed timescale (6 weeks of the date of notification).

The developer contractor will be required to undertake the following maintenance works prior to the development proceeding the 'maintenance period'.

1. Carry out a speed survey (if required). If the speeds are not as per the design, remedial measures will be required to ensure design speed is met.
2. Carry out a drainage survey of all pipes that carry road drainage. Any issues to be rectified. CCTV survey to be submitted.
3. Clean all gullies and manholes.
4. Sweep the development streets.
5. Weed killing to all streets/footways/footpaths within the consent area
6. 'As built drawings' submitted as electronic versions in a suitable PDF format.
7. Submit Street lighting certificates and a SR21 lighting certificate issued.
8. Submit a 1:2500 scale drawing showing the roads, footways, cycle tracks, drainage systems and structures offered for adoption should be shown in colour, and the plans should clearly indicate the ownership of all areas so coloured.
9. Submit a SuDS maintenance responsibility schedule and plan.

10. Provide copies of correspondence from Scottish Water confirming that they will or have adopted all their respective apparatus.

11. Make a formal application to the council for its inclusion in the Local Roads Authority's list of public roads on **Form CC6**.

On completion of the remedials and submission of all the necessary information the development will be put on a one-year maintenance period. The formal one-year maintenance period will not commence until all remedials, and the maintenance works are completed to the satisfaction of the Local Roads Authority's Representative.

1.6 Adoption

One month prior to the completion of the years maintenance period an adoption inspection will be undertaken by the Local Roads Authority's Representative to ensure that the road has not deteriorated to a standard below that required for adoption. Any defects will have to be made good to the satisfaction of the Local Roads Authority's Representative.

The following maintenance works require to be carried out:

1. Sweep the developments streets.
2. Gully and manhole cleaning.
3. Weed killing.
4. If a Stage 3 Safety Audit has been requested the results of this audit shall be provided along with the application.

In addition, the Developer will be required to provide a copy of the site Health and Safety File. This should include details of construction techniques used and maintenance requirements for any features included in the development, such as structures, SuDs systems. Further guidance can be sought on this topic from Managing Health and Safety in Construction, Construction (Design and Management) Regulations 1994, approved Code of Practice and guidance published by the Health and Safety Executive and HSE Information Sheet, Construction Sheet No 44.

Following a satisfactory adoption inspection and completion of remedial works, recommendation will be made to the Local Roads Authority that the roads be added to the list of public roads, in terms of the Roads (Scotland) Act 1984, as appropriate. Subsequently, a written application may be made for the remaining security or Bond to be returned.

1.7 Construction to Adoption Process

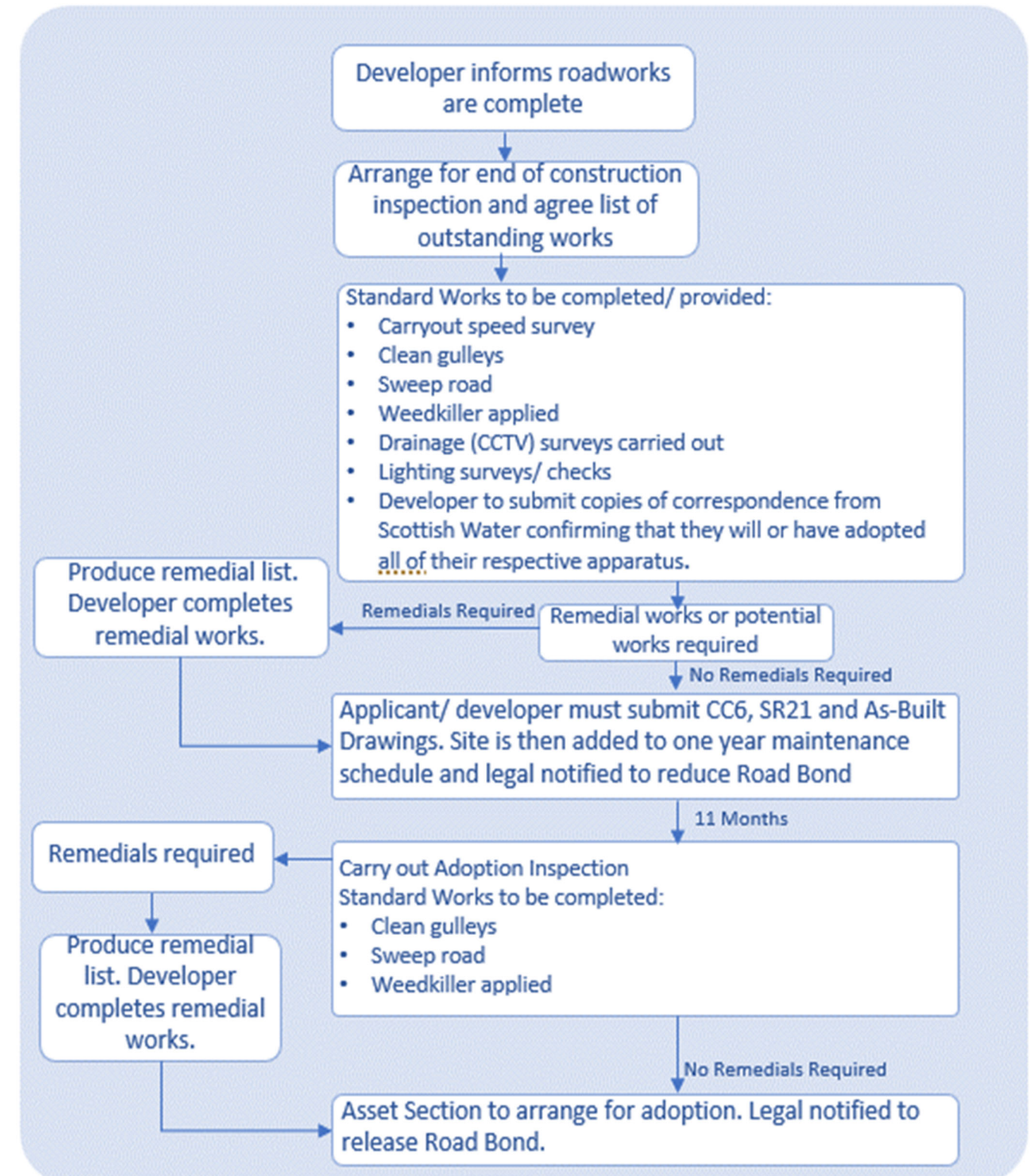
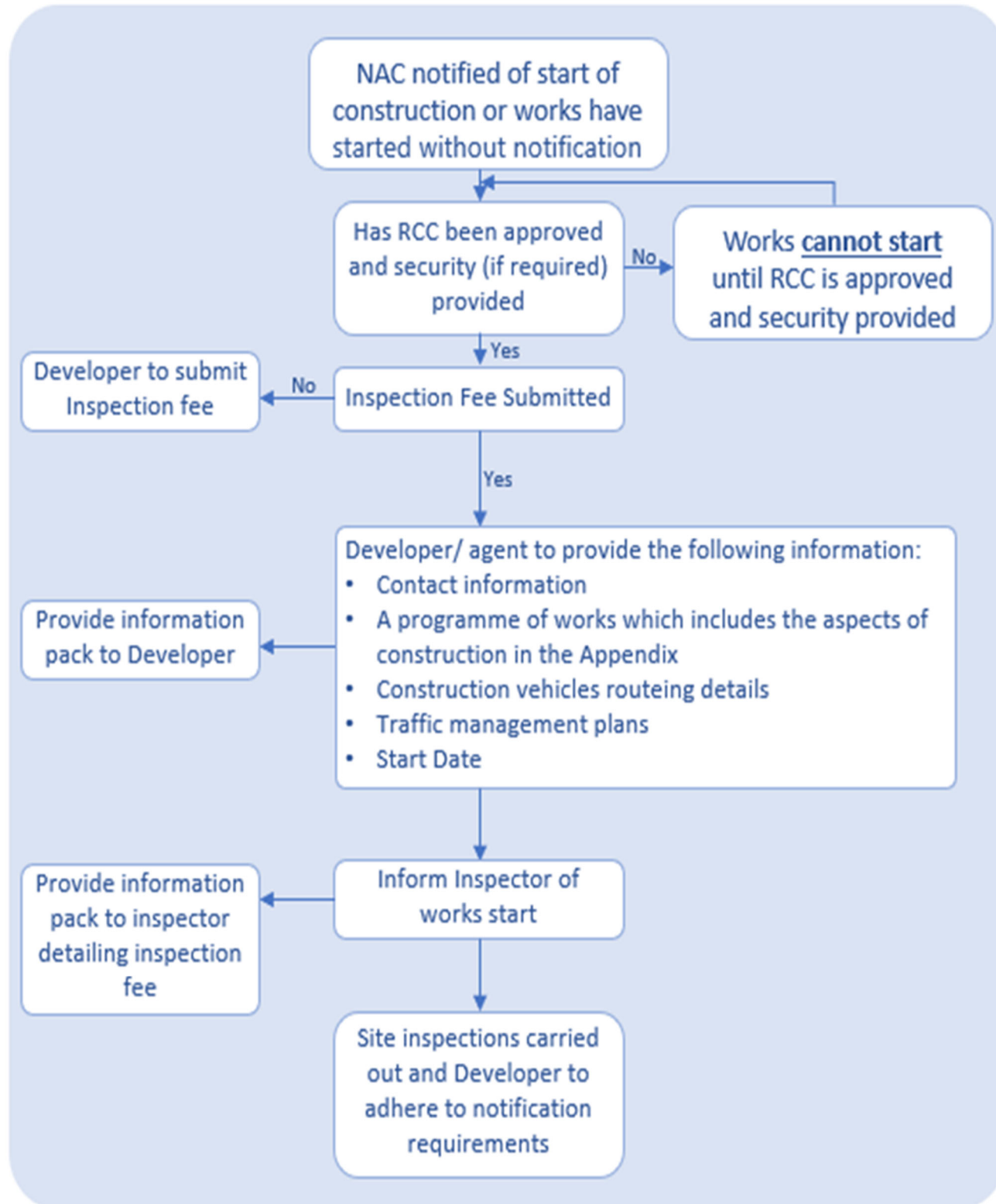


Figure 1 – Construction to Adoption Process Diagram