Roads Authority

Procedure for Road Construction Consent and Adoption
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Foreword

The Roads (Scotland) Act 1984 states that any person other than a roads authority who wishes to construct a new road or an extension of an existing road shall obtain Road Construction Consent before starting road construction works.

The construction of new developments, and in particular the layout of roads and footpaths, has a major impact on the safety, character and amenity of areas.

These guidelines provide advice on Roads Construction Consent procedures necessary for new roads to be constructed to a standard South Ayrshire Council will consider for adoption.

The advice contained within these guidelines will assist developers through the Roads Construction Consent procedures and will greatly assist in the production of an application acceptable to South Ayrshire Council's Roads Service.

Roads Construction Consent will only be granted where proposals for the layout and construction of roads, structures, road drainage and street lighting meet the standards of South Ayrshire Council.

South Ayrshire Council recognises the need to create a balance between roads and planning aspirations. These guidelines provide clear information to developers in the consideration of plans and proposals for developments.

These guidelines will assist in delivering the desired outcome of an environment which is more conducive to road safety while being attractive and convenient for all users.

Kevin Braidwood
Roads Manager
Policies and Procedures

Introduction
These guidelines are intended to assist private and public developers in obtaining the necessary authority, which is required before a new road is constructed and, subsequently, in having the new road adopted by the Roads Authority.

1.0 The Need for Consultation

Initial Consultation
1.1 It is important that developers consult with appropriate staff within the Roads Authority at an early stage as any of the possibilities listed below could result in considerable abortive works and expense to the Developer.
• the location chosen for development may not be suitable for the type of development envisaged in terms of access and/or may be affected by future road schemes;
• the proposed layout may not be acceptable in relation to planning requirements;
• adjustments to the layout may be necessary to meet Construction Consent requirements;
• some discretionary powers are available and the Roads Authority's representative may advise developers in respect of variation to the specification to suit specific local conditions:
• Adjustments to the lighting design may be necessary to meet Construction Consent requirements and the Roads Authority's representative will specify the manufacture and type of lantern along with the type and size of lamp consistent with the standard.
Initial consultation is provided free of charge and Developers should ensure that they contact the Road Authority at the earliest possible juncture.

Drainage
1.2 Developers should consult with Scottish Water and the Scottish Environmental Protection Agency (SEPA) at an early stage for advice on the requirements for foul and surface water drainage and of the location and suitability of outfalls.
It should be noted that early consultation with the Roads Authority and the above bodies will be required in relation to the suitability of the site for the incorporation of a Sustainable Urban Drainage System (SUDS).

Please see CIRIA 697 The SUDS manual, PAN 61 and Suds for Roads for guidance.

Consultation with Other Bodies
1.3 The information contained in these guidelines refers principally to the Local Roads Authority requirements. The requirements of the Planning Authority, Public Transport Unit, Statutory Undertakers, Strathclyde Fire Brigade, Scottish Ambulance Service, Chief Constable, Scottish Water and Scottish Environmental Protection Agency (SEPA) will be extra to these requirements and should be checked out individually at an early stage.

Consultation Certificates
1.4 The Developer is required to provide the Roads Authority with completed Consultation Certificates before Construction Consent can be granted.
2.0 Permission required to construct New Roads

Necessary Consents

2.1 Before undertaking any new road construction the Developer must obtain both Detailed Planning Consent and Construction Consent.

It should be noted that the granting of one does not necessarily imply the granting of the other but both processes can run concurrently if the appropriate level of pre-application consultation has been achieved.

Planning Consent

2.2 Planning permission is granted by the Local Planning Authority from whom further advice should be sought. Please contact South Ayrshire Council Planning Authority, Burns House, 16 Burns Statue Square, Ayr, KA7 1UT.

Construction Consent

2.3 In terms of Section 21 of the Roads (Scotland) Act 1984, any person or organisation other than a Roads Authority who wishes to construct a new road or an extension of an existing road must obtain Construction Consent, irrespective of whether or not such roads are to be submitted for adoption as public. Construction Consent is granted by the Roads Authority. Authority and road construction works may only be undertaken while the Construction Consent (Form CC4) remains valid.

Section 151 – (1) of the Roads (Scotland) Act 1984 states:

“road” means, (.....), any way (other than a waterway) over which there is a public right of passage (by whatever means) and includes the road's verge, .... etc.
Design Requirements
2.4 Construction Consent will be granted only where proposals for the layout and construction of roads, structures, road drainage and lighting meet the Road Authority's requirements. Since economy of maintenance will be a major consideration in the assessment of applications for Construction Consent, the use of structures to support roads (e.g. retaining walls and bridges) should be avoided wherever possible. Structures will require the appropriate authorisation including approval in principle of the structure and the method of analysis.

Recent initiatives will result in the majority of domestic housing development roads being the subject of a mandatory 20mph speed limit zone. Developers will be required to design layouts in such a manner as to ensure that this speed limit is self-enforcing.

Please see Designing Streets, Designing Places, PAN 76 and PAN 77 and for current good practice and policy guidance.

Other Consents
2.5 The granting of Construction Consent does not exempt the applicant from obtaining any other permission, which may be required such as Planning Consent or approval for connection to a sewer.

Private Accesses
2.6 A Private Access is defined as any way over which the public does not have a right of passage.

Provision of Roads
2.7 Three or more individual dwellings should normally be served by a road, which will require Construction Consent and the submission of a Road Bond in a residential area. If the Developer wishes to adopt a layout whereby 2 or less dwellings will be served by a Private Access, as there is no public right of access Construction Consent will not be required and the access will not be eligible for adoption. Such layouts should provide adequate turning facilities and a satisfactory junction with a public road. The provision of a Private Access must be indicated clearly at the planning application stage; otherwise it will be considered that a road is being provided.
3.0 Policy regarding Adoption and Maintenance

Adoption of Roads

3.1 In terms of Section 16 of the Roads (Scotland) Act 1984, the Local Roads Authority will, upon request, adopt - i.e. add to its list of public roads and maintain thereafter - any new road (including any associated footway, cycle track or verge) constructed in accordance with Construction Consent.

Phased Adoption

3.2 To avoid long delays between construction and adoption of roads, developers are recommended to programme construction to enable the adoption of roads to be phased as sections of work are completed, subject to the following conditions:

a) Carriageways, footways, cycle tracks, street Lighting and verges will not be adopted separately;
b) In general only lengths of road between junctions or completed cul-de-sac will be adopted.
c) All roads submitted for adoption should form a continuous system with existing roads.
d) They should serve a public need.

Adoption of Footpaths

3.3 In terms of Section 18 of the Roads (Scotland) Act 1984, the Local Roads Authority, will upon request, adopt any footpath which is the subject of an Agreement. The suitability of footpaths, for adoption will be judged against the following criteria:

a) They should be constructed in accordance with a Construction Consent;
b) They should form part of a general pedestrian network interconnecting houses, shops, schools, public transport etc. and must be available for public use on an unrestricted basis:
c) Footpaths should either join two public places or serve more than one individual dwelling.
d) Where footpaths lead to both front and rear of houses, in general, only one will be adopted unless they serve another public purpose:
e) Surfaced areas surrounding buildings and intended for maintenance purposes will not be considered for adoption.
f) A network of footpaths should abut the public road at one end at least at one point, to facilitate access for maintenance purposes;
g) Arrangements of steps which prevent access to isolated lengths of footpath should be avoided if practicable.
Adoption and Maintenance of Parking Areas

3.4 In both new development and redevelopment, the developer will normally be required to provide parking spaces off the carriageway in accordance with the current parking standards. The suitability of such areas for adoption and maintenance by the Roads Authority will be judged against the following criteria:

a) Parking area contiguous to the carriageway will normally be adopted as public roads provided that their use by the general public is not restricted in any manner and should be additional to residents off-street parking, garages and drives.

b) Off-road parking areas, which have been identified as meeting a general public parking need and have been constructed in accordance with Construction Consent, may be taken over in certain circumstances. For such an area to be taken over the Developer must enter into an agreement with the Roads Authority whereby the ground will heritably vest in the Local Authority.

c) Private parking areas provided in lieu of garages or private drives and restricted to use by residents will not be taken over for maintenance purposes by the Roads Authority and must therefore be subject to private maintenance agreements. Accesses to such areas from the prospective public road must be designed and constructed so as to leave no ambiguity about the boundary of the publicly maintainable area.

Adoption and Maintenance of Road Lighting

3.5 Lighting installations on publicly maintainable roads and footpaths will be taken over by the Roads Authority for operation and maintenance from the date of formal adoption for the roads, provided that they have been installed in accordance with a Construction Consent and to the satisfaction of the Roads Authority Representative. The Developer will be required to submit the necessary Test Certificates to confirm that the electrical installations have been installed in accordance with national standards.

Until the lighting system is formally adopted the developer will be responsible for all charges relating to the operation of the lighting installations. The Developer will be obliged to submit evidence of agreements with an electricity supplier and a suitable maintenance contractor.

Adoption and Maintenance of Traffic Signs

3.6 Traffic signs on publicly maintainable roads and footpaths will be taken over by the Roads Authority from the date of formal adoption for the roads, provided that they have been installed in accordance with Construction Consent and to the satisfaction of the Roads Authority representative.

It should be noted that the regulatory signs, such as Give Way and Stop signs, and street nameplates should be installed prior to the occupation of the first property served by a particular road within the development. The temporary installation of an approved sign will be acceptable at the discretion of the Roads Authority representative.
Structures Agreements

3.7 Where Construction Consent provides for a road to be supported by a structure, the Roads Authority will normally enter into an agreement with the developer, in terms of Section 79(1)(c) of the Roads (Scotland) Act 1984, whereby the bridge will heritably vest in the Roads Authority. Other essential structures will also require an agreement to enable these structures and solums to vest in the Roads Authority. However, where a bridge or other structure and solum have not been so acquired, the Roads Authority will be responsible only for maintaining the road surface.

Retaining walls should only be used in exceptional circumstances at the discretion of the Roads Authority representative. Walls constructed to support the road (at the time of road construction) will normally be adopted. Walls constructed to retain adjacent ground and/or forming part of a building will not be adopted.

Road Bonds

3.8 In terms of the Roads (Scotland) Act 1984 and the Security for Private Road Works (Scotland) Regulations 1985, (S.I. 2080), as amended by The Security for Private Road Works (Scotland) Amendment Regulations 1998, (S.I. 3220), developers are required to make financial provision with the Local Roads Authority in order to safeguard the completion of housing development roads which are the subject of Construction Consent. Such provision, which may take the form of a "Road Bond" or deposit, protects prospective house purchasers from having to bring incomplete roads up to adoptable standards. It should be noted that no building works can commence until such securities have been lodged.

A security in favour of the Local Roads Authority will also require to be lodged as part of any agreement whereby substantial works affecting the existing public road network are being undertaken by private bodies.

Visibility Splays

3.9 In general visibility splays at junctions will form part of the road and thus be adopted. There must be a permanent and continuous demarcation of the boundary between the verge and adjoining property (e.g. by a fence, wall or concrete edge kerbing). In most circumstances any footway should be located at the rear of the splay.

Cross corner visibility splays need not always form part of the road and in these cases will not be adopted. However they will only be acceptable if they are subject to a Planning condition restricting the height of any future potential restriction to visibility i.e. hedges or fences. Additionally, in terms of Section 83(1)(b) an obstruction notice will be served on the developer. The developer must ensure that the restrictions outlined in the notice are contained within the title deeds to that plot and must submit a copy of such to the Roads Authority.
4.0 Application for Construction Consent

Place and Date of Application

4.1 An application for Construction Consent should be made on Form CC1 (see back cover for link to electronic download). Completed application forms should be submitted at least three months prior to the intended commencement of construction to the South Ayrshire Council Roads Authority, Burns House, 16 Burns Statue Square, Ayr, KA7 1UT.

The application for Construction Consent should demonstrate how the proposed road layout integrates with both the existing public road network and possible adjacent future developments. This will require consultation with the Local Planning Authority.

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 traffic turning within the section.

The Developer must indicate the period required for Construction Consent.

It should be noted that the Construction Consent is not transferable. Should another Developer take over the control and development of the site a new Construction Consent must be obtained. An agent can act on behalf of a Developer although the consent will be issued in the name of the Developer. The Roads Authority representative must be advised of the Agent at the time of application and of any subsequent changes.

Granting of Consent with Conditions

4.2 Under the terms of Section 21(3) of the Roads (Scotland) Act 1984 the Local Roads Authority may “grant construction consent either without conditions or subject to such conditions as they think fit”. Any such conditions form an integral part of the Construction Consent and failure to comply with any such conditions is generally an offence, which shall be triable either summarily or on indictment.

A condition relating to construction period will be included in every Construction Consent, in accordance with Section 21(4) of the Roads (Scotland) Act 1984 (See Section 4.15).
Submission of Plans and Associated documents

4.3 Applications for Construction Consent should be accompanied by two paper copies of detailed working drawings folded to A4 size and other associated documents which should include the following information:

a) 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.

b) A layout plan of the carriageways, footways, cycle tracks, verges, footpaths, retaining walls, bridges or other structures and earthworks to a scale of 1:500 (1:200 where pedestrian/vehicle/cycle shared surfaces are proposed) showing:

i. the proposed centre, building and kerb lines (and also the heel of the footway where this differs from the building line);

ii. curve radii of the road alignment and junctions;

iii. dimensioned visibility splays at road junctions;

iv. vehicular access points to properties;

v. pedestrian crossing points at junctions and other locations where dropped kerbs will be located;

vi. cycle crossing points with dropped kerbs where shared use facilities are proposed;

vii. the location of all road gullies including connections to sewer;

viii. the location of the road drainage system and its discharge points;

ix. the location and type of lighting columns and lanterns, watt mounted lighting units (if applicable), control pillars, underground cables and road crossing ducts;

x. the location of all underground services and ancillary apparatus;

xi. the full extents of all cut and fill slopes;

xii. the boundaries of any areas which it is intended will subsequently be offered for adoption or maintenance;

xiii. the layout and specification of all road markings, signs, street name plates and traffic signals;

xiv. precise site limits

xv. ground floor levels

xvi. details of SUDS system

xvii. driveway gradients

xviii. locations of traffic calming measures

c) Road Profiles to a scale 1:500 Horizontal 1:100 Vertical.

d) Surface Water Drainage Profiles to a scale 1:500, Horizontal 1:100 Vertical.

e) Typical Cross Sections.

f) Section 79(1) Agreement for any bridges or structures.

g) A Safety Audit for the design should be included, where appropriate, in accordance with HD19/94 and HA42/94.

h) Consultation Certificates from appropriate bodies.

i) Site Investigation Information

j) Form RB1 if required.

k) Design and Check Certificates

l) 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

m) Cycling Audit

n) Disability Access Audit

o) Quality Audit

It will be acceptable for these documents to be submitted in an approved electronic format. The Roads Authority representative should be contacted to confirm.
Drainage

4.4 Design calculations, including check certificate, for the drainage system will be required to show the adequacy of both the system and the discharge points. Drainage layouts and designs must be approved by representatives of the Roads Authority and Scottish Water. Where connection of the road drainage to a public sewer is not permitted alternative arrangements for road drainage should be agreed with the Roads Authority, Scottish Water and the Scottish Environmental Protection Agency (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, and other relevant agencies, such as SEPA.

A Consultation Certificate will be required indicating that Scottish Water and SEPA are in agreement with the proposed drainage layout.

Pipes and Culverts under Roads

4.5 For pipes and culverts under roads a hydrological study of the catchment area along with a hydraulic design of the proposed pipe or culvert and outfall should be provided along with confirmation that this has been checked independently. Grills should be designed to facilitate ease of maintenance and prevent flooding and, where possible, grills should allow for overflow during flood conditions or where the grill face is blocked with debris.

Structures

4.6 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. The form of the certificates will be determined by the Roads Authority taking into account the complexity of the structure(s) involved and will follow the format set out in BD2/89 of the DMRB. The Roads Authority will be the Technical Approval Authority for any structure which is to be adopted. The certificates must be signed by a suitably qualified person capable of certifying that reasonable professional skill and care has been taken in the design and independent check of each structure to ensure that it is suitable and that it complies with appropriate national standards agreed with the Roads Authority and listed on the certificates. The certificates will be counter-signed by a responsible and suitably qualified person on behalf of the Roads Authority.

If the need for additional or amended structures arises after the granting of Construction Consent, the Developer should seek the approval of the Roads Authority 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.

The standards to be used for design shall normally be those set out in the DMRB. Where aspects of the design are not covered by the requirements of the DMRB, the Developer shall propose suitable standards as an alternative. The Developer should note in particular the requirements for aesthetic qualities (BA41/981 and durability standards (BD57/01 & 8A57/01).
Safety Audit

4.7 All roads, junctions, improvements by Developers will require to be audited for safety. A copy of the Safety Audit should be included with the Construction Consent application. For all schemes a Stage 2 Safety Audit should be carried out and the results submitted. For certain schemes a Stage 3 Audit will also be required. Further guidance on this can be sought from the Roads Authority.

Responsibility for Design

4.8 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 Reports

4.9 A soil report should be provided (at the time of application or prior to construction commencing) giving the C.B.R. test results of the sub-grade, for sub-base 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
4.10 In areas which are known to have been infilled or have a history of mineral workings the Roads Authority representative will require the Developer seeking Construction Consent to supply a mineral report together with supporting information on ground stability.

Docqueting of Plans
4.11 It is essential 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.

Notification of Owners
4.12 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 road(s) for which Construction Consent is being sought, the Developer will be required to declare on Form CC2 (see forms in inside back cover) that all such persons have been notified of the application for Construction Consent.

Owner’s Objections
4.13 Any person to whom the applicant has been intimated under the provisions of the preceding paragraph may, within 28 days of the date of intimation, make written representation to the Roads Authority. Any such representation will be considered before Construction Consent is granted.

Hearing of Application
4.14 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
4.15 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 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 Roads Authority using the Road Bond.
**Right of Appeal**

4.16 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**

4.17 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 Roads Authority. Major changes may require the submission of a new application for Construction Consent.

**Road Lighting**

4.18 The Developer should note that provision of road and footway lighting is made by the Developer and at his own expense, such provision to be to the specification of the Roads Authority. In the interest of public safety the Developer should provide operational street lighting adjacent to occupied housing.

**Road Bond**

4.19 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 Roads Authority shall determine the amount of bond “sufficient to meet the cost of completing the private road in accordance with the Construction Consent.”
5.0 Inspection Procedures during Construction

Notice of Commencement
5.1 Two weeks written notice must be given to the Roads Authority of the start of roadworks together with names, telephone numbers and email addresses of responsible persons who may be contacted in connection with the construction of the works.

Inspection and Testing
5.2 During the construction period, irrespective of whether or not it is intended that the road(s) be subsequently adopted as public, the Roads Authority must be afforded access to the site to ensure that the works are being undertaken in conformity with the Construction Consent. The Developer and/or his contractor shall provide every facility to enable the Roads Authority to examine the works being executed and the materials being used, but the Developer shall remain responsible for ensuring that standards are met.

Certificates of Testing
5.3 The Developer will be responsible for providing test certificates for all materials used on site.

All testing is to be carried out by a laboratory carrying specific UKAS accreditation for the required tests.

Certificates of Inspection
5.4 Notwithstanding any use the Developer may make of consulting engineers, and the submission of certificates of inspection from consulting engineers, the Roads Authority must be afforded access to the site in all cases to carry out inspections as deemed necessary by the Local Roads Authority's representative, and the Developer will be required to meet the cost of these inspections.
Notice of Operations

5.5 The Developer must give the Roads Authority a minimum of 48 hours written notice (excluding weekends) of the following operations:

a) Commencement of each of the pavement layers to the carriageways, footways, cycle tracks and footpaths;
b) Each concrete pour (including blinding) and commencement of steel fixing where reinforced concrete is used;
c) Setting out of road lighting plant positions, backfilling of cable trenches and painting of lighting columns.
d) approval of formations
e) approval of foundations
f) installation of bearings
g) steelwork erection
h) bridge deck waterproofing
i) bridge deck expansion joints
j) alignment of stringcourses or parapets

If the works are suspended for any reason the Developer must comply with the above requirements prior to restarting on site.

It should be noted that these are minimum requirements and that, in certain cases, the Developer may be required to notify Roads Authority of additional construction stages. supply a mineral report together with supporting information on ground stability.

Inspection at completion of works

5.6 Towards completion of any development incorporating new roads, a request should be made to the Roads Authority to have an inspection carried out. As a result of this inspection, a list of any remedial work required to bring the road(s) up to the Local Roads Authority standards will be prepared.

Following the satisfactory completion of any such remedial work, an application may be made as detailed in Section 6.0 for the addition of the road(s) to the Local Authority's list of public roads.

It should be noted that where a Stage 3 Safety Audit has been required by the Roads Authority it must be carried out and the result submitted prior to the final inspection of the works.
**Recovery of Expenses**

5.7 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 Roads Authority gives notice of its intention to recover those expenses to which it is entitled under the Act.

**Reduction of Bond**

5.8 Pre-determined stages in the construction partial release of the bond, up to a maximum of 90%, may be permitted.

On completion of the carriageway binder course and kerb log to the satisfaction of the Roads Authority written application may be made for a reduction in Bond to 50% of its value.

On completion of the carriageway, footways and cycle tracks to adoptable standard, a written application may be made for a reduction in Bond to 10% of its value.

**Health and Safety**

5.9 The Developer is advised of his responsibility under the Construction (Design and Management) Regulations 2007 (CDM). The Developer should be satisfied that he has appointed a competent CDM Co-ordinator and Principal Contractor.

The Roads Authority may require details of the appointed CDM Co-ordinator.
6.0 Application for Adoption of New Roads and Footpaths

Application for Adoption

6.1 Following completion of a private road constructed in accordance with a Construction Consent, a written application for its inclusion in the Roads Authority list of public roads may be submitted to the Roads Manager.

Footpaths

6.2 Only those footpaths which have been agreed in accordance with paragraph 3.3 will be eligible for adoption.

Documents to Accompany Application

6.3 The submission should include copies of the drawings described in paragraph 4.3 and contain all relevant details as built. These drawings may be submitted as paper copies or electronic versions in a suitable CAD format. The roads, footways, cycle tracks and structures offered for adoption should be shown coloured. The plans should clearly indicate the ownership of all areas so coloured. A 1:2500 scale drawing showing the development should be included.

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 Health and Safety File. This should include details of construction techniques used and maintenance requirements for any novel features included in the development, such as structures, SUD systems and the like. Further guidance can be sought on this topic from "Managing Health and Safety in Construction Construction (Design and Management) Regulations 2007. Approved Code of Practise and guidance", published by the Health and Safety Executive.

Adoption Inspection

6.4 Within a period of twelve months from the time of application for adoption of a new road, an inspection will be undertaken by the Roads Authority 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 Roads Authority.

Addition to List of Public Roads

6.5 Following a satisfactory adoption inspection, recommendation will be made to the Roads Authority that the roads be added to the list of public roads, in terms of the Roads (Scotland) Act 1984, as appropriate.

Release of Bond

6.6 Following a satisfactory adoption inspection, which would allow the adoption of roads to proceed, a written application may be made for the remaining security or Bond to be returned.
Downloadable Forms at [web address] / in back of guidance

CC1 – application form
CC2 – list of persons required to inform
CC3 – form for interested parties
CC5 – footpath
CC6 – adoption
CC7 – road bond
CC9 – checklist
CC10 – lighting completion and inspection

Guidelines (links at [web address])

Designing Streets
Designing Places
PAN 76 New Residential Streets
PAN 77 Designing Safer Places

CIRIA C697 The Suds Manual
SCOTS Suds for Roads
PAN 61 Planning and SUDS
eplanning

Contact

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