

Developer Highway Works Process – Section 278 Agreements

Post Permission – condition discharge

Number	Action	Responsibility
1	Submission of Highway Works General Arrangement to Bristol City Council (BCC) Planning	Applicant
2	BCC Planning consults Transport Development Management (TDM) for comment	BCC Planning
3	Response made to drawing submission with comments	BCC TDM
4	Applicant responds to TDM's comments with revisions as appropriate	Applicant
5	Once acceptable, TDM confirms acceptability to Planning	BCC TDM
6	Formal Discharge of Pre-commencement condition	BCC Planning
7	Applicant fills out section 278 form and submits this to TDM	Applicant
8	TDM Instructs BCC Legal to start s278 agreement, confirming Bond and fees	BCC TDM

Legal Process

Number	Action	Responsibility
9	Legal Services draw up draft s278 agreement, liaison with applicant's solicitors	BCC Legal
10	Legal Services collate comments of applicant / solicitors and liaise with TDM	BCC Legal
11	Draft Section 278 agreed, Agreement signed	BCC Legal
12	Bond secured and all fees including technical approval, inspection, commuted sums, TRO, legal and other fees paid to BCC	Applicant

Technical Approval

Number	Action	Responsibility
13	Applicant submits detailed design drawings and programme to TDM	Applicant
14	TDM circulate drawings internally within highways / transport for comment	BCC TDM
15	TDM responds to applicant with required changes / revisions / comments	BCC TDM
16	Applicant submits alterations to the satisfaction of TDM & RSA2	Applicant
17	Subject to the above, TDM grants technical approval certificate	BCC TDM
18	BCC Network Management able to grant licences (hoardings / excavations)	BCC NET MGMT
19	Applicant arranges for site meeting with TDM Engineers	Applicant

Construction

Number	Action	Responsibility
20	Commencement of Highway Works	Applicant
21	Regular TDM Inspection regime, adjustments required as appropriate	BCC TDM

Substantial Completion of Works

Number	Action	Responsibility
22	Applicant submits Stage 3 Road Safety Audit , electrical certificates, drainage survey of any new assets BCC are adopting and requests inspection	Applicant
23	TDM undertake inspection of works, highlighting need for remedial work	BCC TDM
24	Subject to above, TDM issue Certificate 1, up to 70% of bond returned. Works enter into 12 month maintenance period.	BCC TDM and Planning
25	Formal Discharge of pre-occupation condition	BCC Planning

Maintenance Period – 12 months

Number	Action	Responsibility
26	Applicant submits Stage 4 Road Safety Audit and requests inspection	Applicant
27	TDM undertake inspection of works, highlighting need for remedial works	BCC TDM
28	Applicant undertakes remedial / snagging works to satisfaction of TDM	Applicant
29	Subject to above, TDM issue Certificate 2, remaining bond returned	BCC TDM

Completion
