

# s.278 & s.38 APPLICATION REQUIREMENTS



As owing to file sizes, it may not be possible to upload all 'submission package' online, emails with attachments should also immediately be sent to [Privatedevelopments@birmingham.gov.uk](mailto:Privatedevelopments@birmingham.gov.uk) (clearly specifying; scheme name & number of emails)

**If full package of information not supplied/ received, submission is incomplete and therefore regarded invalid.**

<b>1. DETAILED DESIGNS: SHOWING EXISTING &amp; PROPOSED</b> <i>together with Issue Sheet at Initial Submission and all subsequent reviews) at 1:500 - 1:1250 (unless specified otherwise)</i>
a) Drawing identifications/ legend for of proposed highway offered for adoption: Carriageway = Blue      Footway = Yellow      Landscape/ Verge = Green
b) Location Plan (1:2500/1:1250).
c) Site Plan with 'Red Line Boundary' of Developer's ownership (1:2500/ 1:1250).
d) Site Plan with 'Red Line Boundary' including; site name, street name/ road number classification and adjacent streets (1:2500/1:1250), <i>for ease of identification</i> .
e) Site Clearance.
f) General Arrangement (with visibility splays also).
g) Kerbing & Pavement design (specifying all radii values).
h) Drainage (including contours and supporting calculations).
i) Highway Construction details.
j) Extent of tie-in works ( <i>note, additional works adjacent and within vicinity of development may be included by Council during Technical Review as part of developers s.278 commitments</i> ).
k) Road markings & signage (including any alterations/ restriction of parking/ TRO's).
l) Topographical Survey (PDF & CAD format).
m) Vehicle Tracking ingress & egress (modelled at 10mph) of 11.2m refuse vehicle (and HGV if applicable) together with turning areas and including any reversing manoeuvres (speeds & sizes <u>must</u> be shown on drawings). This applies also to any areas/ sections of roadway not offered for adoption/ to remain private. <ul style="list-style-type: none"> <li>Health &amp; Safety Executive (HSE) <a href="https://www.hse.gov.uk/waste/transport.htm">https://www.hse.gov.uk/waste/transport.htm</a> guidance for safe operation of refuse and recycling collection vehicles in a pedestrian environment: ...<i>"risks associated with reversing vehicles can be reduced by eliminating or reducing reversing manoeuvres wherever possible"</i>...</li> </ul>
n) Traffic Signals (including stages & phasings).
o) Cycle measures and public transport provision impacts (Bus Stops/ shelters etc).
p) Trees (CAVAT) / Landscaping.
q) Street Furniture ( <i>particularly any within visibility splays</i> ).
r) Street Lighting Design.
s) Statutory Undertakers locations & diversions/ protection proposed, together with all respective cost quotes.
t) Other matters as applicable to the scheme/ requested by the Council.
<b><i>Following issue of Technical Approval, Developer to provide 6 colour hard copies (to scale and with Issue Sheet) of ALL Technically Approved Drawings</i></b>
<b>2. ASSOCIATED INFORMATION</b>
i. Fully completed online application form including: <ul style="list-style-type: none"> <li>Indicative value of proposed Highway Works (including impact on STAT's, Street Lighting and drainage etc...), this may alter as part of the Technical Review dependant on design alterations required.</li> <li>Realistic dates for 'Start of Highway Works' and '1<sup>st</sup> Occupation', taking consideration of Outline Process.</li> </ul>
ii. Planning Approval with conditions (and S.106 Agreement if relating to highways/ vehicles).
iii. Approved planning drawings relating to ground floor and highways/ access arrangements.
iv. RSA 1/2 with Designers Response.
v. Traffic Management Protocol 1 (TMP1) approval confirming acceptance of highway design principles.
vi. Other matters as applicable to the scheme/ requested by BCC.

## s.278 & s.38 OUTLINE PROCESS

Approximately 6 months to complete agreement from receipt of initial [fees & charges](#) following valid application.

Developers encouraged to contact the Council early in development/ concept stage and to familiarise themselves with requirements, process, timescales, fees and general aspects of design matters.

Email enquiries: [Privatedevelopments@birmingham.gov.uk](mailto:Privatedevelopments@birmingham.gov.uk)

Whilst Council does not have a 'Highway Design Guide' currently, submissions to be in accordance with:

- Council's [Highways Standard Construction Method Drawings](#)
- Manual for Streets
- Design Manual for Roads and Bridges (DMRB)
- Other applicable matters.

Developers to also see [other approvals you will need](#) (not covered by s.278/ s.38 process)

