APPLICATION FOR ROAD AGREEMENT
HIGHWAYS ACT - SECTION 278

One copy of this form together with the drawings and information specified below should be submitted to:
Highways Development Management Team
Unit 5 Wellbrook Way
Wellbrook Court
Girton CB3 0NA

For office use only

Case Engineer:
Ref: G106/

Development Details
Planning Permission Reference No. ……../……../……..
Parish ..................................................................
Location ..................................................................
Development Name ....................................................

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
☐ 1:2500 Site location plan
☐ 5 copies of each engineering layout 1:500 or 1:200 scale to show extent of works, surface water drainage, street lighting, signing and lining.
☐ 5 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.
☐ A copy of the accepted tender documentation giving total cost of works (including stats costs).
☐ One full set of digital drawings provided on CD or DVD.

Signed................................................................. Dated..................................................

On behalf of.......................................................
Notes for the guidance of applicants:

1. The Council will not process an application for a Section 278 Agreement before Full or Reserved Matters planning approval has been issued due to the risk of abortive work being undertaken.

2. A street lighting design brief and subsequent lighting design approval must be obtained from the Cambridgeshire County Council Street Lighting team. [http://www.cambridgeshire.gov.uk/transport/lights/streetlighting/](http://www.cambridgeshire.gov.uk/transport/lights/streetlighting/)

3. Highway drainage shall as far as possible be sited within the adoptable highway or a combination of the adoptable highway and existing public highway.

4. 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 278 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 will be the accepted Tender Figure for the works + 10%

   Further advice can be obtained from the Highways Development Control Manager. Tel 01223 703594 or email sue.reynolds@cambridgeshire.gov.uk

6. An Agreement Fee is charged by the Council in respect of all Section 278 Agreements. The fee is currently set at 8.5% of the Bond Sum. 50% of this Agreement Fee will be requested upon receipt of this Section 278 application. Failure to respond by return will delay technical vetting of the scheme.

7. No work within the public highway shall commence unless/until the Agreement is sealed and road space has been booked.

8. Additional technical vetting costs are applicable in respect of structures and signals within the adoptable highway.

9. Any commuted sums will generally be collected prior to issue of a Final Certificate of Completion.