

Section 7

The Construction & Inspection Process

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7.1 Commencement of Highway Works

Works with a secured APC or signed Section 38 Agreement may commence at any time subject to the developer providing written confirmation of the commencement of adoptable highway works to the Transport Development Management team no later than 10 working days prior to their commencement.

Works within the existing highway are not permitted to commence until Technical Approval is granted, the Agreement is signed and Streetworks have given their consent.

The developer must ensure that the contractor has completed and returned the Council's Health & Safety Questionnaire to the Transport Development Management team (refer to Appendix E).

7.2 Key Stages

All works must be carried out in accordance with the Council's Key Stages (refer to Appendix F)

7.3 Formal Part I Inspection Process

The Part I inspection process is detailed in the Section 38 Agreement process flow chart in Appendix D.

Formal Part I Certificate Inspections cannot be requested until such time that the Section 38 Agreement has been signed and completed by all affected parties. In addition to this no bond reductions are permissible without an agreement from the Senior TDM Engineer.

Once the site is completed to Part I Inspection standard, the developer will need to request a Part I Inspection in writing to the Senior TDM Engineer.

No Part I is required on Section 278s.

For the avoidance of doubt, the Part I standard requirements include the following:

- All highway drainage
- All other drainage contained within the highway
- All kerb foundations and where appropriate kerbs including lowering at vehicle crossings and pram-ramps
- Carriageway sub-base road base and any supporting structures thereto
- Carriageway base course or block paving
- Demarcation of sight lines and clearance of vision splays
- Street lighting columns to be erected; complete with electricity supply or evidence of a 6 week notice with the electrical contractor

Note that the Council's Officers are not the applicant's inspectors and all works should be checked for Part 1 conformity by the developer prior to requesting the inspection. The identification of remedials requiring reinspection may result in a wasted inspection charge of £500 per Officer per (re)inspection.

When the works have been approved by the Council, the developer will be issued with the Part 1 Certificate and a letter confirming a partial bond reduction.

If the applicant has a bondsman, the applicant will need to forward a copy of the Certificate and letter to them to obtain your partial reduction.

If the applicant has deposited a bond with the Council, the applicant will be asked to provide a copy of bank details on headed paper, to allow the Council's Finance Department to make a BACS transfer.

7.4 Formal Part 2/Provisional Inspection Process

Part 2 Certificate Inspections relate to Section 38 Agreements. Provisional Certificate Inspections relate to Section 278 Agreements.

The inspection process is detailed in the Section 38 & 278 Agreement process flow charts in Appendix D.

Formal inspections cannot be requested until such time that the Agreement has been signed and completed by all affected parties. In addition to this no bond reductions are permissible without an agreement from the Senior TDM Engineer.

Once the site is completed to Part 2/Provisional Inspection standard, the developer will need to request an inspection in writing to the Senior TDM Engineer.

For the avoidance of doubt, the Part 2/Provisional standard requirements include the following:

- All outstanding kerbing not completed in Part 1
- Pedestrian ways
- Carriageway wearing course and/or carriageway base course
- Vision splays and verges
- Street lighting and street furniture
- Street name plates
- Road markings and signage
- Full implementation of any Traffic Regulation Orders
- All other works described in the Specification and shown on the Plans CCTV survey & manhole inspection report of any adoptable highway drainage
- Written confirmation from Thames Water that they have issued their SI04 Provisional Certificate
- Completed Stage 3 Road Safety Audit, exception response and all agreed actions completed.

Note that the Council's Officers are not the applicant's inspectors and all works should be checked for Part 2/Provisional conformity by the developer prior to requesting the inspection.

The identification of remedials requiring reinspection may result in a wasted inspection charge of £500 per Officer per (re)inspection.

If no remedial works are identified, the applicant will be issued with the Part 2/Provisional Certificate and a letter confirming a partial bond reduction.

If the applicant has a bondsman, the applicant will need to forward a copy of the Certificate and letter to them to obtain your partial reduction.

If the applicant has deposited a bond with the Council, the applicant will be asked to provide a copy of bank details on headed paper, to allow the Council's Finance Department to make a BACS transfer.

7.5 Commencement of Maintenance Period

The issue of the Part 2/Provisional Certificate signifies the commencement of the Maintenance Period.

Before the expiration of the Maintenance Period, the developer must supply the Council with written confirmation from Thames Water that they have adopted the FW & SW sewers, written confirmation also requiring to be accompanied by a plan showing the extent of the adopted sewers.

During this time, the developer continues to be responsible for the routine maintenance of the site, (refer to Appendix E).

7.6 Health & Safety file, incorporating As-Built Plans

Prior to the request of the Final Certificate Inspection, the developer will need to provide draft As Built plans of the site.

The plans need to be based on a Topo Survey and overlaid onto OS base map, in line with the Council's drawing requirements.

The plans will be overlaid onto the highway records and will also be checked on site for conformity. Any amendments required will be identified for revision, by the developer, at their cost.

Once the As Built plans have been confirmed as acceptable, they need to be included in the Health & Safety File, along with:

- construction details of the Road or Roads
- plans showing the position of services within the Road or Roads including connections up to the back of the footway edging
- plans showing the surface water drainage for the Road or Roads
- plans showing the position of street lighting columns and the associated service cables a Method Statement from the Contractors
- items encountered in the Road or Roads during construction and whether removed or left in situ any other matters which the Site Manager considers should be contained within the Health and Safety File

7.7 Final Inspection Process

The inspection process is detailed in the Section 38 & 278 Agreement process flow charts in Appendix D.

At the end of the Maintenance Period, and providing that acceptable As Built Plans have been submitted, the developer will need to request a Final Inspection in writing to the Senior TDM Engineer.

If there is any adoptable highway drainage within the area of works, a new CCTV survey & manhole inspection report must be undertaken and submitted with the Final inspection request, to identify any remedial items in the system.

Note that the Council's Officers are not the applicant's inspectors and all works should be checked for Final Inspection conformity by the developer prior to requesting the inspection. The identification of remedials requiring reinspection may result in a wasted inspection charge of £500 per Officer per (re)inspection.

If no remedial works are identified, and the adoptable highway connects to existing publicly maintained

highway, the applicant will be issued with the Final Certificate and a letter confirming a partial bond reduction.

If the applicant has a bondsman, the applicant will need to forward a copy of the Certificate and letter to them to obtain your partial reduction.

If the applicant has deposited a bond with the Council, the applicant will be asked to provide a copy of bank details on headed paper, to allow the Council's Finance Department to make a BACS transfer.

7.8 Clerk of Works Requirements

The reasonable requirements of the Council's Clerk of Works must be met.

Provision must be made in the developer/contractor's site office for:

- Desk space in the site office as required;
- Drawer/cupboard space in the site office;
- Access to a meeting room;
- Access to tea, coffee, water, welfare facilities, etc.;
- Access to free wi-fi;
- Access to a printer and stationery.