

Appendix E



Highway Agreement Information Sheets

Standard comments to be incorporated into the initial design prior to first submission.

1. Horizontal

- 1.1. Paved pedestrian crossing points should be laid out as detailed in the DETR's 'Guidance on the use of Tactile Paving Surfaces'.
- 1.2. All proposed road markings and signs are to be demarcated on all plans and installed on site as per 'The Traffic Signs Regulations and General Directions 2016'.
- 1.3. ALL service strips, whether grass verge, bitmac or otherwise, MUST be demarcated with a 50 x 150mm edging kerb. This also includes the previously laid grass verge on the first phase of works.
- 1.4. It must be made clear to purchasers that the service margin is adoptable highway and will form part of the Section 38/278 Agreement. It must also not be conveyed to the property upon the sale.
- 1.5. All existing road markings (white and yellow lines) within the limits of and adjacent to the works are to be refreshed as required before, throughout and upon completion of works.
- 1.6. The grass verge within the limits of and adjacent to the works are to be topsoiled and re-seeded as required before, throughout and upon completion of works.
- 1.7. Where trees within or adjacent to the highway (i.e. in private gardens) are proposed, root barriers of an approved type required to all trees that are planted adjacent to the back edge of adoptable areas to prevent future structural damage of the highway.

2. Vertical

- 2.1. Please provide longitudinal section, cross section and contours drawings. Contours drawing needs to show the location of proposed gullies, including those to be retained.

3. Construction

- 3.1. Additional text to read "Highway Inspector to be present during inspections / CBR testing" to Notes on the Highway Construction Detail & Engineering Layouts. If CBR results are less than 2%, a 500mm improvement layer will also be required beneath 600mm capping.
- 3.2. All specifications to include current BS EN numbers, where applicable.

- 3.3. At all interfaces between new and existing road/footway construction, joints in adjacent bituminous layers (base & binder courses) must be stepped 500mm in length, at minimum ½ carriageway width (or full footway width).
- 3.4. At all interfaces between new and existing road/footway construction, joints in adjacent bituminous layers (surface course) must be stepped 15m in length in either direction from furthest point of works, by minimum ½ carriageway width (or full footway width).
- 3.5. All materials within 450mm of finished levels should be non-frost susceptible.
- 3.6. All gully connections to receive concrete surround to its connection with the carrier system (Type Z bed). Fibre joints are also required.
- 3.7. The annotation arrows for the footway construction details are pointing at the wrong materials on the plan. Please revise.
- 3.8. Vehicle crossings accessing more than 3no. properties (i.e. onto a private parking court) are to be full carriageway construction. In addition, demarcation of the extent of adoption at this point must be by the use of an inverted full height CS type kerb. A detail should be provided on the Highway Construction Details.
- 3.9. Any existing or new defects on the immediately adjacent public highway are to be rectified to the satisfaction of the highway inspector.
- 3.10. Full proposed highway construction details are required, to include steps, materials, kerbs, edging, demarcation and verge details.
- 3.11. Prior to the construction works, there will be an element of enabling works necessary; any old / unnecessary signage will need to be removed along with ditch clearance works and any other associated works.
- 3.12. All covers located in verges must have a 150mm surround to prevent cover damage by vehicles.

4. Drainage

- 4.1. Please supply drainage (Section 104) technical approval from Thames Water for ALL on site drainage (existing & proposed).
- 4.2. If the developer intends to request consent to use the existing highway drain, a full survey (including jetting, CCTV condition survey and report) detailing the size, location and depth of pipe and chambers must be submitted to confirm acceptability. This survey should extend from the first chamber upstream of the point of connection to the pipe outfall location. Any remedials required to the existing system will need to be undertaken by the developer, at their cost.
- 4.3. Approval must be sought from the Water Authority in regards to the proposed works to the Storm Water drainage system, including piping the existing system and gully works.
- 4.4. A contour plan of the interface between the adopted area and private area at 1:200/250 should be included with the next submission. This should include information of surface water run off collection for the proposed private access road as the levels on the drawing indicate that this road is falling towards public highway but no drainage provision is shown.
- 4.5. There is no drainage shown in the area of the proposed steps. There is concern that localised flooding could occur within the lower section. Please address.
- 4.6. All foul and storm water drainage to be constructed to the specification laid down in Sewers for Adoption 7th Edition and Specification of Highway Works.

4.7. The ownership of the foul water sewer adjacent to the site is unknown. Therefore you will need to carry out an investigation as to its ownership and suitability of use.

4.8. All gullies within and adjacent to the area of works to be suction cleansed (at commencement and completion of the works) by the developer in order to prevent potential blockages or contamination of the storm sewer system

4.9. All covers within the highway (including private chambers) shall be in accordance with BS EN 124, stamped to indicate accreditation by BSI, LRQA, or SGSY and all those within the carriageway shall be grade D400.

4.10. All gully covers are to be captive hinged and set to close against oncoming vehicles

4.11. Manholes within the carriageway must be positioned such that covers are not located within the wheel tracks. The ideal positions are $\frac{1}{4}$ of the carriageway width from either kerb line. However, consideration must be made for motorcyclists so as to prevent the manhole cover becoming a slip hazard, particularly in wet conditions.

4.12. All 150mm & 225mm pipes are to be vitrified clay. 300mm and above pipes are to be Class M concrete. No 100mm pipes will be permitted in the adoptable areas.

5. Street Lighting

5.1. A lighting survey (including existing column condition report) will need to be undertaken by the developer and calculations provided to ascertain whether the current lighting is sufficient for the proposed junction were it meets existing publicly maintained highway.

5.2. A full street lighting design should be submitted as part of your next submission, including supporting calculations. This is to include a “decluttered” plan at 1:500 scale.

5.3. I will need to consult our street lighting section for further comment following receipt of the above.

5.4. All street lighting within cycleways should be constructed in build outs, not located within the cycleway itself.

5.5. All street lighting & illuminated signs within verge areas should be constructed with a 6 inch concrete surround at the base of the column.

6. Local Issues / General

6.1 A Stage 2 Road Safety Audit (to HDI9/15) will need to be carried out and submitted supporting your design prior to Technical Approval being granted in order to identify any highway safety related concerns, which may arise as a result of the works.

6.2. You should note that a Stage 3 Road Safety Audit (to HDI9/15) will need to be carried out post completion in order to identify any highway concerns arising as a result of the works. This RSA will need to be funded by the developer and be submitted to us, along with the designer's response for our comment in the matters raised, refusal or agreement to the RSA suggestions. Any subsequent works identified within the RSA will remain the developers' responsibility for funding.

6.3. A condition survey of the existing public highway is required to be carried out by the developer prior to any works commencing on-site. Any damage to the existing Highway caused as a result of construction works will need to be remedied by the developer or its works subcontractor at their cost before the issue of the Provisional Certificate. The survey is to be a photo/video survey and extend to a minimum of 200m from the

site. The developer should invite the Director to attend the condition survey inspection and also provide a copy of photos/video to the Director.

6.4. NO works within the highway will be permitted prior to Technical Approval and the completion of the Agreement.

6.5. In order to agree completion timescales set out within the prospective Agreement, a proposed start date, programme for works and traffic management layout will need to be supplied prior to Technical Approval being given for commencement of works on the highway.

6.6. Only contractors on the Register of Accredited Contractors will be permitted to carry out works on the highway. Application for inclusion on the register should be made to the Streetworks Manager on 01793 466386.

6.7. You must contact Streetworks with regards proposed traffic management (including road & footway closures where necessary) and the notification periods required, which can be up to 3 months notice being required by the Council prior to the commencement of works by the developer.

6.8. Stats enquiries must be carried out if not already done so. Any statutory authority affected by these works is to be contacted regarding the works. Where services are to be lowered, these works must be carried out as early as possible in the construction process so as to prevent potential delays during construction and the subcontractor application for streetworks licences.

6.9. The next submission should show the location and depth of all public and private services affected by the works

6.10. I confirm receipt of the £xxxx deposit. Once the works have obtained our formal Technical Approval, a further payment will be necessary. I have not as yet calculated the relevant surety amount which dictates the subsequent payment amount.

6.11. I would be pleased to receive a copy of the developer's HMLR title document attesting ownership and in order to determine exactly what areas are to be obtained under the adoption agreement (Section 38/278 Highways Act 1980). You should note that HMLR SIMR searches will be conducted by our legal section so as to verify that what is being offered for adoption under this agreement can legally be offered.

6.12. Where alterations to existing, or introduction of new, TRO(s) are necessary, the developer will be asked to fund any changes. An amount of £5,500+VAT per TRO will be included into the S38/S278 Agreement to cover this requirement.

6.13 Please ensure to quote my reference number (AGR xxxx) in all correspondence relating to this site to ease recollection and file location.

6.14. Any work carried out on site prior to technical approval and the signing of Agreement is done at the developer's own risk.

6.15. A statutory undertaker's enquiry must be carried out if not already done so. All affected utilities are to be marked on a services layout plan.

6.16. Please provide evidence that the vehicle tracking is the same as per the planning layout.

6.17. In order to agree completion timescales set out within the prospective Agreement, a proposed start date, programme for works and traffic management layout will need to be supplied prior to Technical Approval being given for commencement of works on the highway.

6.18. The colouring on the drawings is generally poor quality.

Colours to use on the assessments

Legal plans

- Yellow – existing highway areas
- Yellow, hatched with black lines drawn at 45 degrees – ALL areas of existing highway affected by works
- Pink – additional areas of land to be dedicated as public highway
- Purple – Highway drainage – i.e that which is being offered to the LHA, connections to the carrier system to be shown along with any necessary easements
- Black – LWA Thames Water adoptable drainage
- Red Line – Ownership Boundary
- Red Dots – Lighting columns, to be shown with the column reference number

Finishes plans

- Light blue – footway/path areas
- Light brown – carriageway areas
- Red (dots or symbols) – street lighting positions
- Light green – grassed verges
- Dark Green – landscaped areas
- Purple – Highway drainage – i.e that which is being offered to the LHA, connections to the carrier system to be shown along with any necessary easements
- Black – LWA Thames Water adoptable drainage
- Red Line – Ownership Boundary
- Red Dots – Lighting columns, to be shown with the column reference number

To: The Director of Highways & Transport
Swindon Borough Council
4th Floor, Wat Tyler West
Beckhampton Street
Swindon
SN1 2JH
Highways Act 1980
Sections 278 (Adoption by Agreement)

APPLICATION FOR AN AGREEMENT

Re: SWINDON BOROUGH COUNCIL S278 case file AGR

I/We hereby make application to the Swindon Borough Council to enter into an Agreement under Section 278 of the Highways Act 1980 in a form prepared by the Borough Solicitor in respect of the particulars of which are set out overleaf.

I/We hereby undertake to complete expeditiously all matters in my/our control toward the completion of the Section 278 Agreement, which I/we wish to enter into at the earliest opportunity.

I/We undertake that I/we shall ask my/our solicitor to send to the Borough Solicitor, Civic Offices, Euclid Street, Swindon, Wiltshire, SN1 2JH, a Certificate of Title if the land is unregistered, in a form supplied by the Borough Solicitor or, if the land is registered, office copy Land Registry entries to show that I/we have Title to all land required by the Works that are the subject of this application for an Agreement.

I/We undertake that insurance will be effected by me/us to meet the Borough Council's requirements set out in the Agreement and certificates from the insurance company in respect thereof will be produced to you as requested in the Letter of Technical Approval.

I/We hereby attach first part payment of The Director of Highway & Transport's Technical Fee in the form of a non-refundable deposit of £_____ in accordance with the Borough Councils Fee Scale for Section 38/278 Highway Agreements. I/we agree that the acceptance by the Council of this payment does not give rise to any obligation on the part of the Council other than to consider this application.

I/we hereby undertake to pay immediately upon being requested to do, the second part payment of the Director of Highway & Transport's Technical fee in accordance with the Borough Council's fee scale for Section 38/278 Highway Agreements together with any subsequent Legal Fees or charges of the Borough Solicitor. I/We understand that the Director of Highway & Transport's provisional estimate of the second part payment of Technical Fees, due on the issue of Technical Approval is to be confirmed during the design check process.

Signed on behalf of the Landowner:

Position in Company:

Date:

1. Please confirm the Sales Name to be used for the Development:

.....

2. Please confirm that the following is the correct description for the Development.

.....

3. Full name(s) of landowner:

(Where the Landowner is a firm, please state separately the full name and address of each partner and the name of the firm

3.1 Landowners address for correspondence

.....

3.2 Landowners reference:

3.3 Address of Landowners registered office if the Landowner is a limited company

.....

4.0 Full name of surety, which must be one of the major clearing banks or an insurance company which is a member of the British Insurance Association or other surety approved by the Borough Council

.....

4.1 Address of surety's registered office (usually the head office) and reference:

.....

4.2 Address for correspondence with surety (usually Branch office) and reference:

.....

5.0 If the Landowner intends to instruct solicitors, please give name and address of firm

.....

5.1 Solicitor's reference or name of individual solicitor dealing:

.....

I Attach

- A location plan at 1/2500 or 1/1250
- A set of drawings as shown on Information Sheet 4 for our solicitor and to enable design checks to be undertaken
- A deposit cheque for £_____ made payable to **SWINDON BOROUGH COUNCIL**

To: The Director of Highways & Transport
Swindon Borough Council
4th Floor, Wat Tyler West
Beckhampton Street
Swindon
SN1 2JH
Highways Act 1980
Sections 38 (Adoption by Agreement)

APPLICATION FOR AN AGREEMENT

Re: SWINDON BOROUGH COUNCIL S38 case file AGR

I/We hereby make application to the Swindon Borough Council to enter into an Agreement under Section 278 of the Highways Act 1980 in a form prepared by the Borough Solicitor in respect of the particulars of which are set out overleaf.

I/We hereby undertake to complete expeditiously all matters in my/our control toward the completion of the Section 278 Agreement, which I/we wish to enter into at the earliest opportunity.

I/We undertake that I/we shall ask my/our solicitor to send to the Borough Solicitor, Civic Offices, Euclid Street, Swindon, Wiltshire, SN1 2JH, a Certificate of Title if the land is unregistered, in a form supplied by the Borough Solicitor or, if the land is registered, office copy Land Registry entries to show that I/we have Title to all land required by the Works that are the subject of this application for an Agreement.

I/We undertake that insurance will be effected by me/us to meet the Borough Council's requirements set out in the Agreement and certificates from the insurance company in respect thereof will be produced to you as requested in the Letter of Technical Approval.

I/We hereby attach first part payment of The Director of Highway & Transport's Technical Fee in the form of a non-refundable deposit of £_____ in accordance with the Borough Councils Fee Scale for Section 38/278 Highway Agreements. I/we agree that the acceptance by the Council of this payment does not give rise to any obligation on the part of the Council other than to consider this application.

I/we hereby undertake to pay immediately upon being requested to do, the second part payment of the Director of Highway & Transport's Technical fee in accordance with the Borough Council's fee scale for Section 38/278 Highway Agreements together with any subsequent Legal Fees or charges of the Borough Solicitor. I/We understand that the Director of Highway & Transport's provisional estimate of the second part payment of Technical Fees, due on the issue of Technical Approval is to be confirmed during the design check process.

Signed on behalf of the Landowner:

Position in Company:

Date:

1. Please confirm the Sales Name to be used for the Development:

.....

2. Please confirm that the following is the correct description for the Development.

.....

3. Full name(s) of landowner:

(Where the Landowner is a firm, please state separately the full name and address of each partner and the name of the firm

3.1 Landowners address for correspondence

.....

3.2 Landowners reference:

3.3 Address of Landowners registered office if the Landowner is a limited company

.....

4.0 Full name of surety, which must be one of the major clearing banks or an insurance company which is a member of the British Insurance Association or other surety approved by the Borough Council

.....

4.1 Address of surety's registered office (usually the head office) and reference:

.....

4.2 Address for correspondence with surety (usually Branch office) and reference:

.....

5.0 If the Landowner intends to instruct solicitors, please give name and address of firm

.....

5.1 Solicitor's reference or name of individual solicitor dealing:

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I Attach

- A location plan at 1/2500 or 1/1250
- A set of drawings as shown on Information Sheet 4 for our solicitor and to enable design checks to be undertaken
- A deposit cheque for £_____ made payable to **SWINDON BOROUGH COUNCIL**

Service Delivery – Highways & Transport

Transport Development Management

Swindon Borough Council

Information Sheet No.2

Highway Agreements - Fee Scale

Swindon Borough Council's Transport Development & Street Works Management team confirm the sliding scale of fees set out below in relation to Highway Officers time charges incurred in carrying out design checks for proposed developments under Sections 38 and Major 278* of the Highways Act 1980.

Implementation is with effect from 1st April 2017

The fees are to be paid in two stages:

Stage 1 – Is in the form of a fixed sum, non-refundable deposit, which is to be submitted with the developer's application for Agreement.

Stage 2 – Is the second part fees which are invoiced upon the issue of Technical Approval.

Note that the Council will not commence formal site inspections or visits until the

Stage 2 fees have been paid.

In addition a Bond or cash deposit is automatically required to be deposited with the Council upon the issue of Technical Approval to the design of those potential works.

ECW (£,000's)	Fee (%)	Fee (£minimum)	Deposit (£)	Bond (ECW+_%)
0 to 30	15	5,163	3,000	15
31 to 75	12	7,458	4,500	15
76 to 125	10	10,326	6,000	15
126 to 250	9	17,211	10,000	15
251 to 400	8	20,652	14,500	10
401 to 550	6	32,126	20,000	10
551 to 1,000	5	45,894	25,000	10
Over 1,000	4	172,104	100,000	10

*Minor S278 Agreements have a flat rate fee of £2,500 and an initial bond of £25,000 reducing to 25% of this figure upon issue of Provisional Certificate.

Notes

1. Where specialist engineering elements are required to be checked (Geotechnics, Structures, Traffic Signals, SUDS, etc), an additional fee may be applied.

2. Where developer requires plans to be amended after Technical Approval is given (e.g. if land initially offered to the LHA is sold off as part of a plot transfer), an additional fee of £500 is payable to cover the additional Officer time.

3. These fees do not include:

- a. costs relating to such matters as Traffic Regulation Orders
- b. reimbursement of costs incurred by the Council's Head of Legal and Administration in connection with the preparation and completion of the Agreements. Any such costs will be specifically detailed in the Agreement to which they relate.
- c. Key stages costs
- d. Liquidated damages costs.

Service Delivery

Transport Development & Street Works Management

Swindon Borough Council

Information Sheet No.4

Drawings required for a Section 278 Highway Agreement

Number of copies required at each stage – Note a Designer's Risk Assessment should accompany all submissions.

Stage	Layout		All other Drawings (lighting, structures, etc.)	CD of drawings in PDF format
	Legal Colours	Finish Colours		
Technical Approval DESIGN CHECK STAGE	2	2	2	1 per submission
Technical Approval Confirmation	15	2	2	1
A copy of the Finishes layout should be supplied, laminated at A3 size, with the Highway Consultation Details on the reverse				
Adoption "As Constructed" see note below	2	2	1	

The colours explained			
Legal Colours		Finishes Colour	
Edged Red	The full extent of the land owned by the developer	Pale Brown	Carriageways/shared use surfaces
Pink	All areas being offered for adoption to the Highways Authority	Pale Blue	Footways and/or footpaths and cycle tracks
Yellow hatched Black	Existing highway affected or improved by the works	Pale Green	Highway drains, inc. gullwa
Purple	Highway drains inc. gullies	Pale Purple	Easements to highway drains only
Pale Purple	Easements to highway drains only		

Note: i) Only areas of new works or improvements are to be coloured.

ii) Other colours may be required in specific agreements, for example, to denote 3rd party land or other areas subject to particular clauses.

Foul and storm sewers within the adoptable highway which are to be the subject of an Agreement under Section 104 of the Water Industry Act 1991 shall not be coloured as required by the Water Authority Association publication "Sewers for Adoption".

The layout plan drawing shall be at **1/200 or 1/250** scale and in addition to all kerblines, sewer and drain runs etc, clearly show on that same drawing: street lighting locations and specification

- Traffic signs and road markings
- Traffic calming features
- details of building construction adjacent to the works including the junctions with all private access or service roads, and retaining walls / other structures as applicable.

As Constructed Drawings must be based on Topo Survey, overlaid onto OS base map. It is not acceptable to update the approved plan. They must also denote road names, house postal address numbers and street light locations and street light numbering (street lights and numbers to be shown in red on the plan).

Service Delivery

Transport Development & Street Works Management
Swindon Borough Council

Information Sheet No.5

Drawings required for a Section 38 Highway Agreement

Number of copies required at each stage – Note a Designer's Risk Assessment should accompany all submissions.

Stage	Layout		All other Drawings (lighting, structures, etc.)	CD of drawings in PDF format
	Legal Colours	Finish Colours		
Technical Approval DESIGN CHECK STAGE	2	2	2	1 per submission
Technical Approval Confirmation	15	2	2	1
A copy of the Finishes layout should be supplied, laminated at A3 size, with the Highway Consultation Details on the reverse				
Adoption "As Constructed" see note below	2	2	1	

The colours explained			
Legal Colours		Finishes Colour	
Edged Red	The full extent of the land owned by the developer	Pale Brown	Carriageways/shared use surfaces
Pink	All areas being offered for adoption to the Highways Authority	Pale Blue	Footways and/or footpaths and cycle tracks
Yellow hatched Black	Existing highway affected or improved by the works	Pale Green	Highway drains, inc. gullwa
Purple	Highway drains inc. gullies	Pale Purple	Easements to highway drains only
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Note: i) Only areas of new works or improvements are to be coloured.

ii) Other colours may be required in specific agreements, for example, to denote 3rd party land or other areas subject to particular clauses.

Foul and storm sewers within the adoptable highway which are to be the subject of an Agreement under Section 104 of the Water Industry Act 1991 shall not be coloured as required by the Water Authority Association publication "Sewers for Adoption".

The layout plan drawing shall be at **1/200 or 1/250** scale and in addition to all kerblines, sewer and drain runs etc, clearly show on that same drawing: street lighting locations and specification

- Traffic signs and road markings
- Traffic calming features
- details of building construction adjacent to the works including the junctions with all private access or service roads, and retaining walls / other structures as applicable.

As Constructed Drawings must be based on Topo Survey, overlaid onto OS base map. It is not acceptable to update the approved plan. They must also denote road names, house postal address numbers and street light locations and street light numbering (street lights and numbers to be shown in red on the plan).

Pre-adoption Requirements for Section 38 & 278

Highway Agreements:

Prior to requesting the Final Certificate inspection you must ensure the following has been adhered to:

Construction

- The site has been constructed as per the approved layouts (or amendments as approved by the scheme's approving Engineer)

Routine Maintenance is up to date

- Grass cutting
- Road markings refreshed
- Weedkilling
- Road sweeping
- Footway / carriageway / kerb / manhole / verge / etc. damage adequately repaired.

Street Lighting

- All columns, signs, bollards to have received a bulk lamp change
- In date EAWR Test Certificates and Survey Sheets to be supplied to Swindon Borough Council.
- All columns to have lanterns cleaned.

Drainage

- Thames Water SI04 Vesting Certificate to be supplied for any SW/FW drainage they have adopted within the limit of the works.
- CCTV survey, including new gully runs, and manhole report for any SW drainage to be adopted by Swindon Borough Council to be submitted for review.

As Built Survey Drawings

- An As Built survey plan should be produced, in line with the requirements of Information Sheet 4/5, and issued to Swindon Borough Council for checking on site.
- The survey should include not only the area of works but 50m on each approach to the works.
- Under no circumstances will an updated "approved" layout be accepted.

Health & Safety Questionnaire - Competence Assessment

The following questionnaire should be completed by all contractors wishing to undertake Section 278/Section 38 related Highway Improvement works within Swindon Borough.

Question / Requirement	Included			Response (If information is part of a separate document or continued on a separate sheet provided please give the title and page or clause number)
	YES	NO	N/A	
1. Please provide your current a. health and safety policy, and b. organisation for health and safety, relevant to the nature and scale of the organisation's work, including evidence of regular review and signing off by senior member of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. What are your arrangements for health and safety management within the organisation, relevant to the nature and scale of the organisation's work? Such arrangements should set out how the organisation will discharge their duties under CDM2015 and how these arrangements are communicated to the workforce.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Where does your organisation and employees obtain competent advice in general, corporate and construction-related health and safety matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. What arrangements does your organisation have in place, and implement, for training to ensure that your employees throughout the organisation have the skills and understanding to discharge their duties, including any programme for refresher training to keep employees updated on new developments and changes in legislation and good practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please Provide the following

Health & Safety Questionnaire - Competence Assessment

Question / Requirement	Included			Response (If information is part of a separate document or continued on a separate sheet provided please give the title and page or clause number)
	YES	NO	N/A	
a. qualifications and experience of (i) corporate post holders (ii) key individuals within the probable project team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. number/percentage of people to be engaged in the project who have passed a construction health and safety assessment;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. number/percentage of people to be engaged in the project with relevant qualifications and/or professional institution membership and any other specific health and safety-related qualifications; and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. number/percentage of people to be engaged in the project with specific training and/or any relevant qualifications in relation to the assigned tasks for this project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. What system does your organisation have in place, and implement, for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. What procedures does your organisation have in place, and implement, for establishing a means of consulting your workforce on health and safety matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Health & Safety Questionnaire - Competence Assessment

Question / Requirement	Included			Response (If information is part of a separate document or continued on a separate sheet provided please give the title and page or clause number)
	YES	NO	N/A	
8. What records does your organisation have for accident reporting, reviewing all incidents and enforcement action, including follow-up investigation? Please provide evidence of reporting incidents from at least the last three years and records of any enforcement action taken against your organisation over the last five years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. If applicable, what arrangements does your organisation have in place, and implement, for appointing competent sub-contractors and consultants and for monitoring of sub-contractor/consultant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. What arrangements does your organisation have in place, and implement, for hazard elimination and risk control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. What arrangements does your organisation have in place, and implement, for carrying out risk assessments leading to a safe method of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Please illustrate how co-operation and co-ordination of work with that of other organisations is achieved in practice, and how your organisation involves the workforce in drawing up method statements/safe systems of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Please demonstrate how your organisation will ensure that appropriate welfare facilities will be in place before people start work on the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Health & Safety Questionnaire - Competence Assessment

Question / Requirement	Included			Response (If information is part of a separate document or continued on a separate sheet provided please give the title and page or clause number)
	YES	NO	N/A	
I 4. Please demonstrate how your organisation will go about encouraging co-operation, co-ordination and communication between designers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I 5. Please provide the following: a. qualifications and experience of individuals within the project team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. For site managers within the project team, details of any specific training, such as Construction Skills CITB 'Site Management Safety Training Scheme' certificate or equivalent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. For professionals within the project team, details of qualifications and/or professional institution membership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. For site workers within the project team, details of any relevant qualifications or training such as S/ NVQ certificates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. For design organisations, details of any relevant qualifications and/or professional institution membership and any other specific qualifications, such as ICE construction health and safety register; NEBOSH Construction Certificate, APS Design Register.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Health & Safety Questionnaire - Competence Assessment

Question / Requirement	Included			Response (If information is part of a separate document or continued on a separate sheet provided please give the title and page or clause number)
	YES	NO	N/A	
I 4. Please demonstrate how your organisation will go about encouraging co-operation, co-ordination and communication between designers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I 5. Please provide the following: a. qualifications and experience of individuals within the project team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. For site managers within the project team, details of any specific training, such as Construction Skills CITB 'Site Management Safety Training Scheme' certificate or equivalent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. For professionals within the project team, details of qualifications and/or professional institution membership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. For site workers within the project team, details of any relevant qualifications or training such as S/ NVQ certificates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. For design organisations, details of any relevant qualifications and/or professional institution membership and any other specific qualifications, such as ICE construction health and safety register; NEBOSH Construction Certificate, APS Design Register.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Health & Safety Questionnaire - Competence Assessment

Question / Requirement	Included			Response (If information is part of a separate document or continued on a separate sheet provided please give the title and page or clause number)
	YES	NO	N/A	
I 6. Please provide details of risk assessment procedures your organisation intends to implement on this project leading to safe methods of work (contractors only).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I 7. Please provide details of how your organisation intends to co-ordinate the work on this project with other contractors and illustrate how co-operation with others working on this project will be achieved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I 8. Please provide details of the welfare facilities to be put in place before people start work on the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B) STAGE 2 ASSESSMENT				
I 9. Please provide details of relevant experience within your organisation in the field of work applicable to this project, including contact references where possible. These details must be sufficient to demonstrate your organisation's ability to deal with the key health and safety issues arising from the work applicable to this project. Where there are any shortfalls in previous experience, or there are risks associated with the project which have not been managed before, please provide details of how such shortcomings will be overcome.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	