

Appendix F



Key Stage Documentation

Section 38 development road transport development management

Key Stage I - Highway drainage

In accordance with the Section 38 Agreement for: Development

Developer

Developer is required to obtain from Swindon Borough Council, as Local Highway Authority, certification that the adoptable highway drainage works on this development have been carried out in accordance with the plans and inspected & tests witnessed by an authorised representative of the Council at the correct time.

In order to meet the above requirements, the person named in accordance with the Section 38/278 Agreement as being the Developer's representative shall notify in writing and in good time (a minimum of five working days' notice) and provide facility for the authorised representative of the Council to carry out the inspections and witness the tests as detailed below.

Required Inspections/Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Verification of material sources for pipes, PCC units, covers, frames, bedding & backfill	All installations		
Inspection of excavation and pipe bed	All lengths		
Inspections of line & level of laid pipes	All lengths		
Inspection of backfill & compaction (including on pipelines subject to S104 Agreement).	All lengths		
Air tests on pipelines	All lengths		

Should the named representative of the developer fail to notify, inform or allow facility for the authorised representative of the Council to carry out the above inspections and witness the tests at the correct time, then the Council will require retrospective testing, to be determined by the authorised representative, to be carried out at the developer's expense, which will include the following as a minimum:

Retrospective Tests/Inspections

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Detailed investigation of backfill suitability and compaction	1 no. every 50m or on gullies as determined by authorised representative		
Verification of material sources for pipes, PCC units, covers, frames, bedding & backfill	All installations		
CCTV Survey of pipelines, gullies & manholes	All lengths		
Air tests on pipelines	All lengths		
Level survey	All lengths		

PAYMENT BY THE DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF OF KEY STAGE I – HIGHWAY DRAINAGE

In addition and irrespective of any retrospective testing or the outcome of such tests, should the Developer fail to obtain the relevant sign off for Key Stage I – Highway Drainage on this development or proceed without the consent of the Director, then the Council will require the Developer to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and/or testing at the correct stage. This will be calculated as 10% of the Council's estimated cost of the highway drainage works, discounted over a 120 year period, plus 10% of the estimated cost of the carriageway sub base, base course, binder course and surface course, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Section 38 development road transport development management

Key Stage I - Highway drainage sign off

In accordance with the Section 38 Agreement, this is to certify that the Key Stage I – Highway Drainage has been satisfactorily notified and completed by:

Developer At Development

And that the inspections and tests have been successfully completed and signed off by the Council, as per the attached document.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage I - Highway Drainage					
Proposed by		Name		Date	
Confirmed by		Name			

Notwithstanding the above, the responsibility for all works and supervision on Development Roads lies with the Developer. It is totally the Developer's responsibility to ensure and achieve compliance with the plans. Inspections and testing carried out by Swindon Borough Council and this sign off do not absolve the Developer from this responsibility in any way.

Section transport development management

Notification of failure to obtain sign off for

Key Stage I - Highway drainage

You are hereby informed that the Key Stage I – Highway Drainage at

Development

Developer

Was not notified by yourselves and inspected and tested wholly in accordance with the plans and required under the Section 38 Agreement, and as you now have commenced a subsequent Key Stage, the following retrospective testing will be required:

Inspection or Test	Frequency
Detailed investigation of backfill suitability and compaction	1 no. every 50m or on gullies as determined by authorised representative
Verification of material sources for pipes, PCC units, covers, frames, bedding & backfil	All installations
CCTV Survey of pipelines, gullies & manholes	All lengths
Air tests on pipelines	All lengths
Level survey	All lengths

Please inform the authorised representative of the Council below, when the above tests are to be carried out and by whom. NB only tests carried out by a UKAS accredited laboratory or organisation will be acceptable.

PAYMENT BY DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF FOR KEY STAGE I – HIGHWAY DRAINAGE

In addition, and irrespective of any retrospective testing or the outcome of such tests, you are informed a letter will be sent to DEVELOPER informing of the Council's requirement for you to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and testing at this stage.

This will be calculated as 10% of the Council's estimated cost of the highway drainage works, discounted over a 120 year period, plus 10% of the estimated cost of the carriageway sub base,

base course, binder course and surface course, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage I - Highway Drainage FAILURE					
Proposed by		Name		Date	
Confirmed by		Name			

Section 38 Development Road

Transport development management

Key Stage 2 - Highway Drainage

In accordance with the Section 38 Agreement for:

Development

DEVELOPER is required to obtain from Swindon Borough Council, as Local Highway Authority, certification that the Site Investigation/Formation/Earthwork works on this development have been carried out in accordance with the plans and inspected & tests witnessed by an authorised representative of the Council at the correct time.

In order to meet the above requirements, the person named in accordance with the Section 38/278 Agreement as being the Developer's representative shall notify in writing and in good time **(a minimum of five working days' notice)** and provide facility for the authorised representative of the Council to carry out the inspections and witness the tests as detailed below.

Information required:

- Site Investigation Report
- Brownfield or Greenfield site classification
- Contamination Risk Assessment

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Inspection of formation and levels	All lengths		
CBR Test	1 per every 25m; minimum of 2 per road.		
Check for soft spots, made up ground & agree remedial action	All lengths		
Verification of approval source of capping layer	All loads		
Plate Bearing Test to assess capping layer	1 per every 25m; minimum of 2 per road.		

Should the named representative of the developer fail to notify, inform or allow facility for the authorised representative of the Council to carry out the above inspections and witness the tests at the correct time, then the Council will require retrospective testing, to be determined by the authorised representative, to be carried out at the developer's expense, which will include the following as a minimum:

Retrospective Tests / Inspections

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Verification of formation levels	All lengths		
Verification of material sources for capping	All lengths		
Verification of sub-grade design CBR	All lengths		
Confirmation the contamination is not a problem	All lengths		

PAYMENT BY THE DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF OF KEY STAGE 2 – SITE INVESTIGATION/FORMATION/EARTHWORKS

In addition and irrespective of any retrospective testing or the outcome of such tests, should the Developer fail to obtain the relevant sign off for Key Stage 2 – Site Investigation/Formation/Earthworks on this development or proceed without the consent of the Director, then the Council will require the Developer to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and/or testing at the correct stage. This will be calculated as 10% of the Council's estimated cost of the highway construction works less the cost of drainage (only if the Key Stage 1 has been signed off), discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Section 38 Development Road Transport development management

Key Stage 2 - Site Investigation / Formation / Earthworks

In accordance with the Section 38 Agreement, this is to certify that the Key Stage 2 – Site Investigation/ Formation/Earthworks has been satisfactorily notified and completed by:

Developer

At Development

And that the inspections and tests have been successfully completed and signed off by the Council, as per the attached document.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage I - Highway Drainage					
Proposed by		Name		Date	
Confirmed by		Name			

Notwithstanding the above, the responsibility for all works and supervision on Development Roads lies with the Developer. It is totally the Developer's responsibility to ensure and achieve compliance with the plans. Inspections and testing carried out by Swindon Borough Council and this sign off do not absolve the Developer from this responsibility in any way.

Section 38 Development Road

Transport development management

Key Stage 2 - SITE INVESTIGATION/FORMATION/EARTHWORKS

You are hereby informed that the Key Stage 2 – Site Investigation/Formation/Earthworks at:

DEVELOPMENT

DEVELOPER

Was not notified by yourselves and inspected and tested wholly in accordance with the plans and required under the Section 38 Agreement, and as you now have commenced a subsequent Key Stage, the following retrospective testing will be required:

Retrospective Tests/Inspections

Inspection or Test	Frequency
Verification of formation levels	All lengths
Verification of material sources for capping	All lengths
Verification of sub-grade design CBR	All lengths
Confirmation the contamination is not a problem	All lengths

Section 38 Development Road

Transport development management

KEY STAGE 3 – CARRIAGEWAY SUB BASE

In accordance with the Section 38 Agreement for:

DEVELOPMENT

DEVELOPER is required to obtain from Swindon Borough Council, as Local Highway Authority, certification that the Site Investigation/Formation/Earthwork works on this development have been carried out in accordance with the plans and inspected & tests witnessed by an authorised representative of the Council at the correct time.

In order to meet the above requirements, the person named in accordance with the Section 38/278 Agreement as being the Developer's representative shall notify in writing and in good time (a minimum of five working days' notice) and provide facility for the authorised representative of the Council to carry out the inspections and witness the tests as detailed below.

Required Inspections / Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Verification of approved material source (including confirmation of non-frost susceptibility)	All loads		
Check depth of material	1 per every 25m; minimum of 2 per road.		
Visual inspection of completed sub-base	All lengths		

Should the named representative of the developer fail to notify, inform or allow facility for the authorised representative of the Council to carry out the above inspections and witness the tests at the correct time, then the Council will require retrospective testing, to be determined by the authorised representative, to be carried out at the developer's expense, which will include the following as a minimum:

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Verification of material sources for capping	All loads		
Verification of depth & CBR values (through trial holes)	1 per every 25m; minimum of 2 per road.		

PAYMENT BY THE DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF OF KEY STAGE 3 – CARRIAGEWAY SUB BASE

In addition and irrespective of any retrospective testing or the outcome of such tests, should the Developer fail to obtain the relevant sign off for Key Stage 3 – Carriageway Sub Base on this development or proceed without the consent of the Director, then the Council will require the Developer to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and/or testing at the correct stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of the carriageway sub base, binder course and surface course layers where applicable, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Section 38 Development Road

Transport development management

Key Stage 2 - Site Investigation / Formation / Earthworks

In accordance with the Section 38 Agreement, this is to certify that the Key Stage 2 – Site Investigation/ Formation/Earthworks has been satisfactorily notified and completed by:

Developer

At Development

And that the inspections and tests have been successfully completed and signed off by the Council, as per the attached document.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 3 - Carriageway Sub Base					
Proposed by		Name		Date	
Confirmed by		Name			

Notwithstanding the above, the responsibility for all works and supervision on Development Roads lies with the Developer. It is totally the Developer's responsibility to ensure and achieve compliance with the plans. Inspections and testing carried out by Swindon Borough Council and this sign off do not absolve the Developer from this responsibility in any way.

Section 38 Development Road
 Transport development management
 Notification of failure to obtain sign off for
KEY STAGE 3 – CARRIAGEWAY SUB BASE

You are hereby informed that the Key Stage 3 – Carriageway Sub Base at

DEVELOPMENT

DEVELOPER

Was not notified by yourselves and inspected and tested wholly in accordance with the plans and required under the Section 38 Agreement, and as you now have commenced a subsequent Key Stage, the following retrospective testing will be required:

Required Inspections / Tests

Inspection or Test	Frequency
Verification of material sources for capping	All loads
Verification of depth & CBR values (through trial holes)	1 per every 25m; minimum of 2 per road.

Please inform the authorised representative of the Council below, when the above tests are to be carried out and by whom. NB only tests carried out by a UKAS accredited laboratory or organisation will be acceptable.

PAYMENT BY DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF FOR KEY STAGE 3 – CARRIAGEWAY SUB BASE

In addition, and irrespective of any retrospective testing or the outcome of such tests, you are informed a letter will be sent to DEVELOPER informing of the Council's requirement for you to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and testing at this stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of the carriageway sub base, binder course and surface course layers where applicable, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 3 - Carriageway Sub Base FAILURE					
Proposed by		Name		Date	
Confirmed by		Name			

Section 38 Development Road

Transport development management

Notificaton of failure to obtain sign off for

KEY STAGE 4 - Kerbs and Channeling

In accordance with the Section 38 Agreement for:

DEVELOPMENT

DEVELOPER

is required to obtain from Swindon Borough Council, as Local Highway Authority, certification that the Site Investigation/Formation/Earthwork works on this development have been carried out in accordance with the plans and inspected & tests witnessed by an authorised representative of the Council at the correct time. In order to meet the above requirements, the person named in accordance with the Section 38/278 Agreement as being the Developer's representative shall notify in writing and in good time (a minimum of five working days' notice) and provide facility for the authorised representative of the Council to carry out the inspections and witness the tests as detailed below.

Required Inspections/Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Inspection of kerb/channel races, including line & level and dimensions	All lengths		
Binder course to be laid in two stages and thickened if kerbs to be installed at a later stage	Check in all cases		
Verification of correct concrete mix	All loads		
Inspection of kerb lines & levels	All lengths		
Correct faces & upstands	All lengths		

Should the named representative of the developer fail to notify, inform or allow facility for the authorised representative of the Council to carry out the above inspections and witness the tests at the correct time, then the Council will require retrospective testing, to be determined by the authorised representative, to be carried out at the developer's expense, which will include the following as a minimum:

Retrospective Inspections/Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Trial holes to inspect races	All lengths		
Verification of correct concrete mix	Check in all cases		
Inspection of kerb lines & levels	All loads		
Level survey	All lengths		

PAYMENT BY THE DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF OF KEY STAGE 4 – KERBS & CHANNELLING

In addition and irrespective of any retrospective testing or the outcome of such tests, should the Developer fail to obtain the relevant sign off for Key Stage 4 – Kerbs & Channelling on this development or proceed without the consent of the Director, then the Council will require the Developer to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and/or testing at the correct stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of kerbing/channelling, including races, together with replacement costs of carriageway surface course and all footway construction, where applicable, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Section 38 Development Road Transport development management

KEY STAGE 4 - Kerbs and Channeling

In accordance with the Section 38 Agreement, this is to certify that the Key Stage 4 – Kerbing & Channelling has been satisfactorily notified and completed by:

DEVELOPER

AT DEVELOPMENT

And that the inspections and tests have been successfully completed and signed off by the Council, as per the attached document.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 4 - Kerbing and Channeling					
Proposed by		Name		Date	
Confirmed by		Name			

Notwithstanding the above, the responsibility for all works and supervision on Development Roads lies with the Developer. It is totally the Developer's responsibility to ensure and achieve compliance with the plans. Inspections and testing carried out by Swindon Borough Council and this sign off do not absolve the Developer from this responsibility in any way.

Section 38 Development Road

Transport development management

NOTIFICATION OF FAILURE TO OBTAIN SIGN OFF FOR KEY STAGE 4 - Kerbs and Channeling

You are hereby informed that the Key Stage 4 – Kerbs & Channelling at

DEVELOPMENT

DEVELOPER

Was not notified by yourselves and inspected and tested wholly in accordance with the plans and required under the Section 38 Agreement, and as you now have commenced a subsequent Key Stage, the following retrospective testing will be required:

Retrospective Tests/Inspections

Inspection or Test	Frequency
Trial holes to inspect races	As required
Verification of correct concrete mix	All loads
Inspection of kerb lines & levels	All lengths
Level survey	As required

Please inform the authorised representative of the Council below, when the above tests are to be carried out and by whom. NB only tests carried out by a UKAS accredited laboratory or organisation will be acceptable.

PAYMENT BY DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF FOR KEY STAGE 4 – KERBS & CHANNELLING

In addition, and irrespective of any retrospective testing or the outcome of such tests, you are informed a letter will be sent to DEVELOPER informing of the Council's requirement for you to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and testing at this stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of kerbing/channelling, including races, together with replacement costs of carriageway surface course and all footway construction, where applicable, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 4 - Kerbing and Channeling FAILURE					
Proposed by		Name		Date	
Confirmed by		Name			

Section 38 Development Road

Transport development management

KEY STAGE 5 - Carriageway binder course

In accordance with the Section 38 Agreement for:

DEVELOPMENT

DEVELOPER

is required to obtain from Swindon Borough Council, as Local Highway Authority, certification that the Site Investigation/Formation/Earthwork works on this development have been carried out in accordance with the plans and inspected & tests witnessed by an authorised representative of the Council at the correct time.

In order to meet the above requirements, the person named in accordance with the Section 38/278 Agreement as being the Developer's representative shall notify in writing and in good time (a minimum of five working days' notice) and provide facility for the authorised representative of the Council to carry out the inspections and witness the tests as detailed below.

Required Inspections/Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Verification of approved material source & supply (incl. correct binder penetration)	All lengths		
Bulk sample testing	As required; 1 per 150t		
Inspection of top of binder course (potential drainage problems)	All lengths		
Cores to assess thickness, compaction & bond	1 per paver lane per 50m; minimum 3 per road		
Rolling straight edge tests	As required all wheelpaths		

Should the named representative of the developer fail to notify, inform or allow facility for the authorised representative of the Council to carry out the above inspections and witness the tests at the correct time, then the Council will require retrospective testing, to be determined by the authorised representative, to be carried out at the developer's expense, which will include the following as a minimum:

Retrospective Inspections/Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Verification of approved material source and supply (check correct binder penetration)	All sources		
Material analysis	As required; 1 per 150t		
Cores to assess thickness compaction & bond	1 per paver lane per 50m; minimum 3 per road		
Level survey	As required		

PAYMENT BY THE DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF OF KEY STAGE 5 – CARRIAGEWAY BINDER COURSE

In addition and irrespective of any retrospective testing or the outcome of such tests, should the Developer fail to obtain the relevant sign off for Key Stage 5 – Carriageway Binder Course on this development or proceed without the consent of the Director, then the Council will require the Developer to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and/or testing at the correct stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of the carriageway binder course and carriageway surface course or block paving, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Section 38 Development Road

Transport development management

KEY STAGE 5 - Carriageway binder course

In accordance with the Section 38 Agreement, this is to certify that the Key Stage 5 – Carriageway Binder Course has been satisfactorily notified and completed by:

DEVELOPMENT

At DEVELOPER

And that the inspections and tests have been successfully completed and signed off by the Council, as per the attached document.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 4 - Kerbing and Channeling					
Proposed by		Name		Date	
Confirmed by		Name			

Notwithstanding the above, the responsibility for all works and supervision on Development Roads lies with the Developer. It is totally the Developer’s responsibility to ensure and achieve compliance with the plans. Inspections and testing carried out by Swindon Borough Council and this sign off do not absolve the Developer from this responsibility in any way.

Section 38 Development Road
Transport development management
Notification of failure to obtain sign off for
KEY STAGE 5 - Carriageway binder course

You are hereby informed that the Key Stage 5 – Carriageway Binder Course at

DEVELOPMENT

DEVELOPER

Was not notified by yourselves and inspected and tested wholly in accordance with the plans and required under the Section 38 Agreement, and as you now have commenced a subsequent Key Stage, the following retrospective testing will be required:

Required Inspections/Tests

Inspection or Test	Frequency
Verification of approved material source and supply (check correct binder penetration)	As sources
Material analysis	As required; 1 per 150t
Cores to assess thickness compaction & bond	1 per paver lane per 50m; minimum 3 per road
Level survey	As required

Please inform the authorised representative of the Council below, when the above tests are to be carried out and by whom. NB only tests carried out by a UKAS accredited laboratory or organisation will be acceptable.

PAYMENT BY DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF FOR KEY STAGE 5 – CARRIAGEWAY BINDER COURSE

In addition, and irrespective of any retrospective testing or the outcome of such tests, you are informed a letter will be sent to DEVELOPER informing of the Council's requirement for you to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and testing at this stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of the carriageway binder course and carriageway surface course or block paving, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 5 - Carriageway binder course FAILURE					
Proposed by		Name		Date	
Confirmed by		Name			



[Enter Name Here]

[Enter Address Here]

Service Delivery

Swindon Borough Council
Wat Tyler House
Beckhampton Street
Swindon
SN1 2JH
01793 445500
133055 Swindon 16
01793 436659

Tel:-

DX:-

Minicom:-

Please ask for:

XXXXXXXXXXXXXX

Direct Dial No:

01793 46 XXXX

Email:

XXXXXXXX@swindon.gov.uk

Our Ref:

AGR XXXX

Your Ref:

Date:

[Enter Date]

Dear [Enter Name Here],

[Enter Development Here]

KEY STAGE 6 - PART 1 CERTIFICATE ISSUE

I refer to the above Section 38 Agreement dated XX XXXXXXX. I confirm that Key Stages 1 to 5 and previously identified Keys Stage 6 Remedials have been successfully completed and signed off by the relevant Officers. As such, I enclose the Key Stage 6 Part 1 Certificate.

I should advise you that if you have not already done so, you must contact Mrs Trisha Davies on (01793) 466378 in order to obtain street naming and numbering for the development.

I would like to take this opportunity to advise you that prior to the Key Stage 10 Part 2 Certificate being issued, you must supply the Borough Council with Street Lighting information to include:

- EAWR Test Certificates & Inventory Survey Sheets;

This information is required in order that the street lighting can be included on future maintenance programmes and so that the energy data is available to the electricity supplier. Should you have any queries relating to this item, then please contact Lisa Willoughby on (01793) 466121. Please be aware that I will not be able to issue the Part 2 Certificate until the Borough Council has received this information.

Yours sincerely,

Name

Transport Development & Street Works Management

Enc. Key Stage 6 Part 1 Certificate



SWINDON BOROUGH COUNCIL
SERVICE DELIVERY – HIGHWAYS & TRANSPORT
HIGHWAYS ACT 1980
SECTION 38

Key Stage 6 (Part I Certificate)

At XXXXXXXXXXXXXXXX

AGR XXXX

I hereby certify that the works required under the Agreement entered into under Section 38 of the Highways Act 1980 between XXXXXXXXXXXX and Swindon Borough Council dated XX XXXXXXXX XXXX relating to [enter development here] have been completed up to Key Stage 6 (Part I Certificate) stage.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Section 38 Development Road

Transport development management

Notification of failure to obtain sign off for

KEY STAGE 7 - Footways and Edgings

In accordance with the Section 38 Agreement for:

DEVELOPMENT

DEVELOPER

is required to obtain from Swindon Borough Council, as Local Highway Authority, certification that the Site Investigation/Formation/Earthwork works on this development have been carried out in accordance with the plans and inspected & tests witnessed by an authorised representative of the Council at the correct time. In order to meet the above requirements, the person named in accordance with the Section 38/278 Agreement as being the Developer's representative shall notify in writing and in good time (a minimum of five working days' notice) and provide facility for the authorised representative of the Council to carry out the inspections and witness the tests as detailed below.

Required Inspections/Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Inspection of formation	All lengths		
Inspection of backfilling and compaction of all pits, service trenches, redundant land drainage, etc. (with sub base material)	As required; 1 per 150t		
Verification of approved source for sub base material (confirmation of non-frost susceptibility)	All loads		
Check depth of sub base	All lengths		
Inspection of edgings, including bed & back	All lengths		
Verification of concrete mix	All loads		
Check for correct crossfalls on footways	All lengths		
Check for correct kerb upstands at crossings	All dropped kerbs		
Check depth of binder course	All lengths		
Check depth of surface course	All lengths		

Should the named representative of the developer fail to notify, inform or allow facility for the authorised representative of the Council to carry out the above inspections and witness the tests at the correct time, then the Council will require retrospective testing, to be determined by the authorised representative, to be carried out at the developer's expense, which will include the following as a minimum:

Retrospective Tests/Inspections

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Verification of approved material source and supply	All materials & sources		
Trial holes to determine material thicknesses, depth & sub base compaction	1 per 50m; minimum of 3 per footway		
Cores to assess depth, compaction and bond of binder and surface course layers	1 per 50m; minimum of 3 per footway		
Level survey	As required		

PAYMENT BY THE DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF OF KEY STAGE 7 – FOOTWAYS & EDGINGS

In addition and irrespective of any retrospective testing or the outcome of such tests, should the Developer fail to obtain the relevant sign off for Key Stage 7 – Footways & Edgings on this development or proceed without the consent of the Director, then the Council will require the Developer to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and/or testing at the correct stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of the footways and edgings, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

SECTION 38 DEVELOPMENT ROAD
TRANSPORT DEVELOPMENT MANAGEMENT
KEY STAGE 7 – FOOTWAYS & EDGINGS

In accordance with the Section 38 Agreement, this is to certify that the Key Stage 7 – Footways & Edgings has been satisfactorily notified and completed by:

DEVELOPMENT
at DEVELOPER

And that the inspections and tests have been successfully completed and signed off by the Council, as per the attached document.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 7 - Footways and Edgings					
Proposed by		Name		Date	
Confirmed by		Name			

Notwithstanding the above, the responsibility for all works and supervision on Development Roads lies with the Developer. It is totally the Developer’s responsibility to ensure and achieve compliance with the plans. Inspections and testing carried out by Swindon Borough Council and this sign off do not absolve the Developer from this responsibility in any way.

**SECTION 38 DEVELOPMENT ROAD
TRANSPORT DEVELOPMENT MANAGEMENT
KEY STAGE 7 – FOOTWAYS & EDGINGS**

You are hereby informed that the Key Stage 7 – Footways & Edgings at

DEVELOPMENT

at **DEVELOPER**

Was not notified by yourselves and inspected and tested wholly in accordance with the plans and required under the Section 38 Agreement, and as you now have commenced a subsequent Key Stage, the following retrospective testing will be required:

Retrospective Tests/ Inspections

Inspection or Test	Frequency
Verification of approved material source and supply	All materials & sources
Trial holes to determine material thicknesses, depth & sub base compaction	1 per 50m; minimum of 3 per footway
Cores to assess depth, compaction and bond of binder and surface course layers	1 per 50m; minimum of 3 per footway
Level survey	As required

Please inform the authorised representative of the Council below, when the above tests are to be carried out and by whom. NB only tests carried out by a UKAS accredited laboratory or organisation will be acceptable.

PAYMENT BY DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF FOR KEY STAGE 7 – FOOTWAYS & EDGINGS

In addition, and irrespective of any retrospective testing or the outcome of such tests, you are informed a letter will be sent to DEVELOPER informing of the Council's requirement for you to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and testing at this stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of the footways and edgings, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 7 - Footways and Edgings FAILURE					
Proposed by		Name		Date	
Confirmed by		Name			

Section 38 Development Road

Transport development management

Notification of failure to obtain sign off for

KEY STAGE 8 - Block Paved Areas

In accordance with the Section 38 Agreement for:

DEVELOPMENT

DEVELOPER

is required to obtain from Swindon Borough Council, as Local Highway Authority, certification that the Site Investigation/Formation/Earthwork works on this development have been carried out in accordance with the plans and inspected & tests witnessed by an authorised representative of the Council at the correct time. In order to meet the above requirements, the person named in accordance with the Section 38/278 Agreement as being the Developer's representative shall notify in writing and in good time (a minimum of five working days' notice) and provide facility for the authorised representative of the Council to carry out the inspections and witness the tests as detailed below

Required Inspections/Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Notification of approved material sources (blocks, bedding, sand)	All areas		
Inspect approved laying patterns (mortar infill not to be used)	All areas		
Ensure sufficient edge restraints	All areas		
Check correct thickness, colours & dimensions of blocks	All areas		
Check correct kerb faces	All areas		
Depth of bedding sand within tolerance	All areas		
Inspect completed surface regularity (e.g. possible ponding areas)	All areas		

Should the named representative of the developer fail to notify, inform or allow facility for the authorised representative of the Council to carry out the above inspections and witness the tests at the correct time, then the Council will require retrospective testing, to be determined by the authorised representative, to be carried out at the developer's expense, which will include the following as a minimum:

Retrospective Inspections/Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Verification of approved material sources	All areas		
Inspect approved laying patterns	All areas		
Remove areas of blockwork to check depth of bedding sand within tolerances	As requested by LHA		
Inspect completed surface regularity (e.g. possible ponding areas)	All areas		
Level survey	As required		
Profile survey	As required		

PAYMENT BY THE DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF OF KEY STAGE 8 – BLOCK PAVED AREAS

In addition and irrespective of any retrospective testing or the outcome of such tests, should the Developer fail to obtain the relevant sign off for Key Stage 8 – Block Paved Areas on this development or proceed without the consent of the Director, then the Council will require the Developer to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and/or testing at the correct stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of the block paving, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

**SECTION 38 DEVELOPMENT ROAD
TRANSPORT DEVELOPMENT MANAGEMENT
KEY STAGE 8 - Blocked paved areas**

In accordance with the Section 38 Agreement, this is to certify that the Key Stage 8 – Block Paved Areas has been satisfactorily notified and completed by:

DEVELOPMENT
at **DEVELOPER**

And that the inspections and tests have been successfully completed and signed off by the Council, as per the attached document.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 8 - Blocked Paved areas					
Proposed by		Name		Date	
Confirmed by		Name			

Notwithstanding the above, the responsibility for all works and supervision on Development Roads lies with the Developer. It is totally the Developer's responsibility to ensure and achieve compliance with the plans. Inspections and testing carried out by Swindon Borough Council and this sign off do not absolve the Developer from this responsibility in any way.

Section 38 Development Road

Transport development management

Notification of failure to obtain sign off for

KEY STAGE 8 - Block Paved Areas

You are hereby informed that the Key Stage 8 – Block Paved Areas at

DEVELOPMENT

DEVELOPER

Was not notified by yourselves and inspected and tested wholly in accordance with the plans and required under the Section 38 Agreement, and as you now have commenced a subsequent Key Stage, the following retrospective testing will be required:

Required Inspections/Tests

Inspection or Test	Frequency
Verification of approved material sources	All areas
Inspect approved laying patterns	All areas
Remove areas of blockwork to check depth of bedding sand within tolerances	As requested by LHA
Inspect completed surface regularity (e.g. possible ponding areas)	All areas
Level survey	As required
Profile survey	As required

Please inform the authorised representative of the Council below, when the above tests are to be carried out and by whom. NB only tests carried out by a UKAS accredited laboratory or organisation will be acceptable.

PAYMENT BY DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF FOR KEY STAGE 8 – BLOCK PAVED AREAS

In addition, and irrespective of any retrospective testing or the outcome of such tests, you are informed a letter will be sent to DEVELOPER informing of the Council's requirement for you to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and testing at this stage.

This will be calculated as 10% of the Council's estimated cost of the replacement costs of the block paving, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 8 - Blocked Paved areas FAILURE					
Proposed by		Name		Date	
Confirmed by		Name			

Section 38 Development Road

Transport development management

Notification of failure to obtain sign off for

KEY STAGE 9 - Carriageway Surface Course

In accordance with the Section 38 Agreement for:

DEVELOPMENT

DEVELOPER

is required to obtain from Swindon Borough Council, as Local Highway Authority, certification that the Site Investigation/Formation/Earthwork works on this development have been carried out in accordance with the plans and inspected & tests witnessed by an authorised representative of the Council at the correct time. In order to meet the above requirements, the person named in accordance with the Section 38/278 Agreement as being the Developer's representative shall notify in writing and in good time (a minimum of five working days' notice) and provide facility for the authorised representative of the Council to carry out the inspections and witness the tests as detailed below.

Required Inspections/Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Surface of binder course clean & free of contamination	All lengths		
Verification of approved material source & supply (check PSV & HRA chipping source)	All sources		
Bulk Sample Testing <ul style="list-style-type: none"> • Coated chippings • TSC • HRA 	1 per 20t 1 per 80t 1 per 150t		
Texture depth testing for HRA or TSC	All wheelpaths		
Cores to assess thickness compaction and bond of all bound layers	1 per paver lane per 100m; minimum 3 per road		
Rolling straight edge tests	All wheelpaths		
Inspect completed surface regularity (e.g. ponding)	All areas		

Should the named representative of the developer fail to notify, inform or allow facility for the authorised representative of the Council to carry out the above inspections and witness the tests at the correct time, then the Council will require retrospective testing, to be determined by the authorised representative, to be carried out at the developer's expense, which will include the following as a minimum:

Retrospective Inspections/Tests

Inspection or Test	Frequency	Date Passed by SBC LHA Representative	Signature of SBC LHA Representative
Verification of approved material source & supply (check PSV & HRA chipping source)	All sources		
Material analysis	1 per 150t		
Cores to assess thickness compaction and bond of all bound layers	1 per paver lane per 100m; minimum 3 per road		
Texture depth testing for HRA or TSC	All wheelpaths		
Rolling straight edge tests	All wheelpaths		
Inspect completed surface regularity (e.g. possible ponding areas)	All areas		
Level survey	All lengths		
White line testing	As required		

PAYMENT BY THE DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF OF KEY STAGE 9 – CARRIAGEWAY SURFACE COURSE

In addition and irrespective of any retrospective testing or the outcome of such tests, should the Developer fail to obtain the relevant sign off for Key Stage 9 – Carriageway Surface Course on this development or proceed without the consent of the Director, then the Council will require the Developer to pay a sum to the Council to cover possible future risk to the Authority associated with the lack of inspection and/or testing at the correct stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of the carriageway surface course, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement.

Section 38 Development Road

Transport development management

KEY STAGE 9 - Carriageway Surface Course

In accordance with the Section 38 Agreement, this is to certify that the Key Stage 9 – Carriageway Surface Course has been satisfactorily notified and completed by:

DEVELOPER

at DEVELOPMENT

And that the inspections and tests have been successfully completed and signed off by the Council, as per the attached document.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 9 - Carriageway surface course					
Proposed by		Name		Date	
Confirmed by		Name			

Notwithstanding the above, the responsibility for all works and supervision on Development Roads lies with the Developer. It is totally the Developer's responsibility to ensure and achieve compliance with the plans. Inspections and testing carried out by Swindon Borough Council and this sign off do not absolve the Developer from this responsibility in any way.

Section 38 Development Road

Transport development management

NOTIFICATION OF FAILURE TO OBTAIN SIGN OFF FOR

KEY STAGE 9 - Carriageway Surface Course

DEVELOPMENT

DEVELOPER

Was not notified by yourselves and inspected and tested wholly in accordance with the plans and required under the Section 38 Agreement, and as you now have commenced a subsequent Key Stage, the following retrospective testing will be required:

Retrospective Tests/ Inspections

Inspection or Test	Frequency
Verification of approved material source & supply (check PSV & HRA chipping source)	All sources
Material analysis	1 per 150t
Cores to assess thickness compaction and bond of all bound layers	1 per paver lane per 100m; minimum 3 per road
Texture depth testing for HRA or TSC	All wheelpaths
Rolling straight edge tests	All wheelpaths
Inspect completed surface regularity (e.g. possible ponding areas)	All areas
Level survey	All lengths
White line testing	As required

Please inform the authorised representative of the Council below, when the above tests are to be carried out and by whom. NB only tests carried out by a UKAS accredited laboratory or organisation will be acceptable.

PAYMENT BY DEVELOPER FOR FAILURE TO ACHIEVE SIGN OFF FOR KEY STAGE 9 – CARRIAGEWAY SURFACE COURSE

In addition, and irrespective of any retrospective testing or the outcome of such tests, you are informed a letter will be sent to DEVELOPER informing of the Council's requirement for you to pay a sum to the Council to

cover possible future risk to the Authority associated with the lack of inspection and testing at this stage. This will be calculated as 10% of the Council's estimated cost of the replacement costs of the block paving, discounted over a 40 year period, as determined by the Council.

The alternative course of action to the above is for the Developer to remove all works and materials down to the lowest stage of construction which has a Key Stage sign off to allow the specified inspections and testing to take place in accordance with the Section 38 Agreement

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 9 - Carriageway surface coursens FAILURE					
Proposed by		Name		Date	
Confirmed by		Name			



[Enter Name Here]

[Enter Address Here]

Service Delivery

Swindon Borough Council
Wat Tyler House
Beckhampton Street
Swindon
SN1 2JH

Tel:- 01793 445500
DX:- 133055 Swindon 16
Minicom:- 01793 436659

Please ask for: XXXXXXXXXXXXXXXX

Direct Dial No: 01793 46 XXXX

Email: XXXXXXXX@swindon.gov.uk

Our Ref: AGR XXXX

Your Ref:

Date: [Enter Date]

Dear XXXXXXX,

HIGHWAYS ACT 1980 – SECTION 38/278 AGREEMENT KEY STAGE 10 PART 2/PROVISIONAL CERTIFICATE ISSUE

I refer to the above Agreement dated XXXXXXXX. I confirm that Key Stages 1 to 9 and previously identified Keys Stage 10 Remedials have been successfully completed and signed off by the relevant Officers. As such, I enclose the Key Stage 10 Part 2/Provisional Certificate.

Before adoption of the works can take place you will need to ensure that I receive, during the Maintenance Period, the following, namely;

- (i) Written confirmation from Thames Water that the associated sewers have been vested.
- (ii) "As constructed" drawings of the works. The drawings need to accord with the requirements listed in THE THIRD SCHEDULE of the Agreement and coloured as per our Information Sheet.

The site will also require a Final inspection at the end of the maintenance period to identify any remedial works requiring amendment prior to adoption.

Yours sincerely,

Name
Transport Development & Street Works Management
Enc. Final Certificate



SWINDON BOROUGH COUNCIL
SERVICE DELIVERY – HIGHWAYS & TRANSPORT
HIGHWAYS ACT 1980
SECTION 278

Key Stage 10 (Part 2/Provisional) Certificate

At

XXXXXX

AGR sXXXXX

I hereby certify that the works required under the Agreement entered into under Section 278 of the Highways Act 1980 between XXXXXXXXXXXX and Swindon Borough Council dated XXXXXXXX relating to XXXXXXXXX have been completed up to Key Stage 10 Part 2/Provisional Certificate stage.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Key stage 10 - Part 2/Provisional Certificate					
Proposed by		Name		Date	
Confirmed by		Name			



Service Delivery

Swindon Borough Council
Wat Tyler House
Beckhampton Street
Swindon
SN1 2JH

Tel:- 01793 445500
DX:- 133055 Swindon 16
Minicom:- 01793 436659

Please ask for: XXXXXXXXXXXXXXX

Direct Dial No: 01793 46 XXXX

Email: XXXXXXXX@swindon.gov.uk

Our Ref: AGR XXXX

Your Ref:

Date: [Enter Date]

Dear XXXXXXX,

HIGHWAYS ACT 1980 – SECTION 38/278 AGREEMENT KEY STAGE 11 FINAL CERTIFICATE ISSUE

I refer to the above Agreement dated xxxxxxxx. I confirm that Key Stages 1 to 10 and previously identified Keys Stage 11 Remedials have been successfully completed and signed off by the relevant Officers. As such, I enclose the Key Stage 11 Final Certificate.

This also acts as confirmation of adoption of the highway works as highway maintainable at the public expense with effect from the date of issue of the Certificate.

Yours sincerely,

Name
Transport Development & Street Works Management
Enc. Final Certificate



SWINDON BOROUGH COUNCIL
SERVICE DELIVERY – HIGHWAYS & TRANSPORT
HIGHWAYS ACT 1980
SECTION 278

Key Stage II (Final Certificate)

At

XXXXXX

AGR sXXXXX

I hereby certify that the works required under the Agreement entered into under Section 38/278 of the Highways Act 1980 between XXXXXXXXX and Swindon Borough Council dated XXXXXXXXX relating to XXXXXXXXX have been completed.

Accordingly, Swindon Borough Council as Local Highway Authority has accepted liability for the future maintenance of the roads and footpaths as highway maintainable at the public expense.

Signed:

Name: Syed Shah

Service Manager Transport Development & Street Works Management

Date:

Final Certificate					
Proposed by		Name		Date	
Confirmed by		Name			