



Section 38 Submission Requirements

(St Helens Borough Council – Highways Act 1980)

1. General Information

Applicants must provide:

- Completed Section 38 Application Form ([Download here](#)).
- Land Registry title and plans covering the entirety of the road to be adopted (dated within the last 3 months).
- A copy of the full planning decision notice, identifying highway-related conditions.
- Confirmation of United Utilities technical approval.
- Coal Authority Report.
- Ground Investigation Report.
- Road Safety Audit – Stage 1.
- Road Safety Audit – Stage 2.
- Initial administration and design guidance payment of £5,250 (see application form for payment details).

2. Construction Detail

- Generally we don't accept construction details as part of the technical approval process unless it's something that isn't covered on our standard construction detail, all highway construction (including highway drainage) for the purpose of adoption is to be referenced directly from the pre-approved [REV D WORKING DRAWING](#)
- Separate construction detail drawings will only be accepted where specific features are not covered by the Council's standard details.

3. General Arrangement Drawing

The GA drawing must be based on the approved planning layout and include:

Drainage

- Double gullies at absolute low points.
- Maximum catchment area: 200m² per gully.
- All gullies with separate connections (no Y-sections).
- Surface water and foul drainage (including domestic drag outs).
- Associated SuDS and drainage features.
- Overland flow routes.
- Manhole chamber numbers (surface water and foul).

Signing, Lining & Lighting

- Traffic signs in accordance with the Traffic Signs Manual.
- Road markings in accordance with the Traffic Signs Regulations and Guidance.
- Street nameplate locations.

Road Geometry

- Centreline chainage.
- High points (HP) and low points (LP).
- Kerbed radii.

4. Construction Plan






The Highway Construction Plan is designed to be read in conjunction with St Helens Borough Councils Standard s278 & s38 Construction Detail. The following drawing key and example should be incorporated into the plan. Should any of the below items not be relevant to the proposed design they should be deleted where appropriate.

Example Key:




DRAWING KEY

NOTE: REFER TO DRAWING NUMBER 1/RD/S38278/GEN/CONSTRUCTIONDETAIL REV C FOR TABLE / COLUMN NUMBERS AND KERB TYPES REFERENCED BELOW ALONG WITH CAPPING REQUIREMENTS, CARRIAGEWAY TIE-IN DETAILS AND GULLY SPECIFICATIONS

CARRIAGEWAY

-  COLLECTOR ROAD (TABLE 1 COLUMN 3)
-  REFER TO CARRIAGEWAY TIE IN DETAIL
-  JUNCTION TABLE (TABLE 1 COLUMN 4)
40MM HRA WITH 20MM HARDEN RED CHIPPINGS
-  RAMP FROM COLLECTOR ROAD TO JUNCTION TABLE (110MM TO 25MM KERBFACE) GRADIENT 1:13 HB2 TO BN TRANSITION KERBS TO BE USED
-  LOCALISED CARRIAGEWAY WIDENING TO THE EXISTING ADOPTED CARRIAGEWAY FOR AREAS OF LESS THAN 1 METRE (TABLE 1 COLUMN 6)



FOOTWAY SPECIFICATION

-  STANDARD FOOTWAYS (TABLE 2 COLUMN 1)
VEHICLE CROSSINGS (TABLE 2 COLUMN 3)
-  HEAVY DUTY VEHICLE CROSSING (TABLE 2 COLUMN 5)
-  PEDESTRIAN DROPPED CROSSING (TABLE 2 COLUMN 7)

KERB TYPE

-  TYPE HB2 125 X 255 WITH 110MM KERB FACE
-  TYPE BN 125 X 255 WITH 25MM UPSTAND
-  TYPE BN 125 X 150 WITH 25MM UPSTAND
-  TYPE BN 125 X 150 WITH 0-6MM UPSTAND
-  TRANSITION KERB FROM HB2 125 X 255 TO BN 125 X 225
-  TRANSITION KERB FROM HB2 125 X 255 TO BN 125 X 150

REAR EDGING TYPE

-  TYPE EF 50 X 200 30-50MM UPSTAND (FLUSH ATVEHICULAR / PEDESTRIAN ACCESS POINTS)
-  TYPE CS1 125 X 255 0MM UPSTAND (225MM INTO THE GROUND, REFER TO CS1 DETAIL ON DRAWING 1/RD/S38-278/GEN/CONSTRUCTIONDETAIL REV C)

5. Long Sections

- Maximum longitudinal gradient: 1 in 20.
- Minimum longitudinal gradient: 1 in 120.
- Vertical curves at summits and crests: minimum length 20m.

6. Street Lighting

Proposals must comply with St Helens' Street Lighting Specification and be approved by the Council.













Contact for approval: Brian Cartledge (briancartledge@sthelens.gov.uk).

The Council's street lighting team can prepare designs on request (fees apply).

7. Section 38 Agreement Plan

The Section 38 agreement drawing is a coloured version of the approved GA drawing and must include adoptable highway extents.

Example Key:

	Proposed Adoptable Footway
	Proposed Adoptable Heavy Duty Crossing
	Proposed Adoptable Carriageway
	Proposed Adoptable Highway Verge
	Proposed Highway Gully & Connection
	Proposed Surface Water Sewer. (Highway Drains to be marked as HD)
	Proposed Foul Water Sewer
	Private Foul Drainage
	Private Surface Water
	Land Ownership Boundary
	Proposed Flush Rear Edgings (Flush at vehicular / Pedestrian Access Points)
	Pedestrian Dropped Crossing Point

Required Notes:

1. All Street Lighting, Street Signing, Street Name Plates and Road Lining at the junction with **XXXXXX** and within the site to the approval of St Helens Council form part of the Section 38 works and are included within the Section 38 agreement.
2. All footway surface course laid prior to final carriageway surface is deemed sacrificial and must be replaced at the instruction of the Council prior to the Provisional Certificate being issued.
3. Reconstruction or widening of any existing footways/footpaths on the exterior of the

development site will include replacement of any existing abutting kerblines/rear edgings and associated carriageway channel resurfacing (minimum 500mm offset from kerblines).

4. Any existing highway gullies located within the bellmouth of the new site access must be relocated to the upstream tangent point.

5. This drawing is to be read in conjunction with the current revision approved by St Helens Council of the following drawings:

Section 38 Submission Checklist

This checklist is to be completed and submitted alongside Section 38 applications to ensure all required information has been provided.

- ☐ Completed Section 38 Application Form (Download from Council website)
- ☐ Land Registry title and plans covering the entirety of the road to be adopted (dated within the last 3 months)
- ☐ Full planning decision notice (highlighting highway-related conditions)
- ☐ Confirmation of United Utilities technical approval
- ☐ Coal Authority Report
- ☐ Ground Investigation Report
- ☐ Road Safety Audit – Stage 1
- ☐ Road Safety Audit – Stage 2
- ☐ Payment of £5,250 for initial administration and design guidance
- ☐ General Arrangement drawing (drainage, signing/lining/lighting, road geometry)
- ☐ Construction Plan (in accordance with Standard Construction Detail)
- ☐ Long Sections (gradients and vertical curves compliant)
- ☐ Street Lighting proposals (compliant with Council specification)
- ☐ Section 38 Agreement Plan (coloured GA drawing with notes included)