



# **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 Official 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 the 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: 200m<sup>2</sup> 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 / Highway Contours.
- 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.
- LTN 1/20
- LTN 1/07
- 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 Pre-Approved 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.

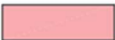
### Example Key:

#### Drawing Key:

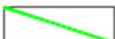
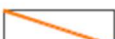
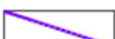
Notes:

1. This drawing is designed to be read in conjunction with the Councils pre approved standard construction detail 1/RD/S38278/GEN/CONSTRUCTIONDETAIL/REV\_D.
2. The contractor must install 305 x 255 HB2/BN internal angle kerbs to form 90 degree angles.
3. 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.

#### Highway Construction

|                                                                                     |                                                                                         |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
|    | Collector Road - Table 1 Column 3.                                                      |
|    | Junction Table - Table 1 Column 4.                                                      |
|    | Ramp from Collector Road to Junction Table (125 to 25mm Kerb Face)<br>Gradient 1 in 13. |
|  | Highway Verge - Table 2 Column 8                                                        |
|  | Grassguard (Refer to Grassguard180 Standard Detail)                                     |
|  | Standard Footways - Table 2 Column 1 / Vehicle Crossings - Table 1 Column 3.            |
|  | Heavy Duty Vehicle Crossing - Table 2 Column 5                                          |
|  | Tactiles (Uncontrolled Crossing) - Table 2 Column 7                                     |

#### Kerbing & Edgings

|                                                                                     |                                                                           |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|  | Half Battered Kerb (HB2) 125 x 255 (125mm Kerb Face).                     |
|  | PCC Transition Kerb 125 x 255 BN to 125 x 255 HB2 (125 - 25 Kerb Face)    |
|  | PCC Bull Nosed Kerb 125 x 255 (25mm Kerb Face)                            |
|  | PCC Taper Kerb 125 x 150 BN to 125 x 255 HB2 (125 - 25 / 0-6mm Kerb Face) |
|  | PCC Bull Nosed Kerb 125 x 150 (25mm Kerb Face)                            |
|  | PCC Bull Nosed Kerb 125 x 150 (0-6mm Kerb Face)                           |
|  | PCC Edging Kerb (Laid Flush).                                             |
|  | CS1 125 x 255 (Laid Flush).                                               |

## 5. 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:

#### Section 38 Agreement Drawing, Specification

|                                                                                    |                                                                        |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|   | Proposed Adoptable Footway                                             |
|   | Proposed Adoptable Heavy Duty Crossing                                 |
|   | Proposed Adoptable Carriageway                                         |
|   | Proposed Highway Verge                                                 |
|   | Proposed Highway Drainage - Surface Water Sewer / Gully & Connection   |
|   | Private Drainage - Surface Water & Foul (Including domestic drag outs) |
|   | Land Ownership Boundary                                                |
|   | Proposed Flush Rear Edgings                                            |
|  | Highway Retaining Structure                                            |

### Notes:

1. All Street Lighting, Street Signing, Street Name Plates and Road Lining at the junction with (insert road name here) 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 or footpaths on the exterior of the development site will include the 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. No utility boxes, covers, or apparatus shall be permitted within pedestrian or cycle tactile crossing points. Highway assets take priority over the placement of statutory undertakers' apparatus. Unless otherwise agreed in writing by the Council. The Developer will be subsequently responsible for any additional diversion costs prior to the issue of the Provisional Certificate.
6. The Developer shall coordinate all works with Statutory Undertakers and ensure all apparatus is suitably protected or relocated as necessary at the Developer's expense.
7. The Developer shall be responsible for the day to day supervision of all highway works to ensure construction is carried out in accordance with the approved drawings and specifications.

8. Any deviation from the approved drawings or specification must be agreed in writing with St Helens Council prior to implementation.
9. The Developer shall ensure that the existing public highway is protected throughout the works. Any damage caused shall be reinstated to the satisfaction of the Council at the Developer's expense.
10. It is the responsibility of the Developer to ensure that highway surface levels and crossfalls are installed in accordance with the approved drawings.
11. The Developer shall maintain all drainage systems and gullies in an operational condition and prevent any private (unadopted) surface water from entering the adjoining streets and or third party land.
12. All street furniture shall be installed prior to completion of any final surface course.
13. This drawing is to be read in conjunction with the current revision approved by St Helens Council of the following drawings:
  - a. 1/RD/S38-278/GEN/CONSTRUCTIONDETAIL
  - b. ETC.....
14. The Developer shall ensure that all works are carried out in accordance with the Construction (Design and Management) Regulations and all other relevant legislation.

## 6. Long Sections

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

## 7. Street Lighting

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

Contact for approval: [streetlighting@sthelens.gov.uk](mailto:streetlighting@sthelens.gov.uk)

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

## 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 initial administration and design guidance fees
- ☐ 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)