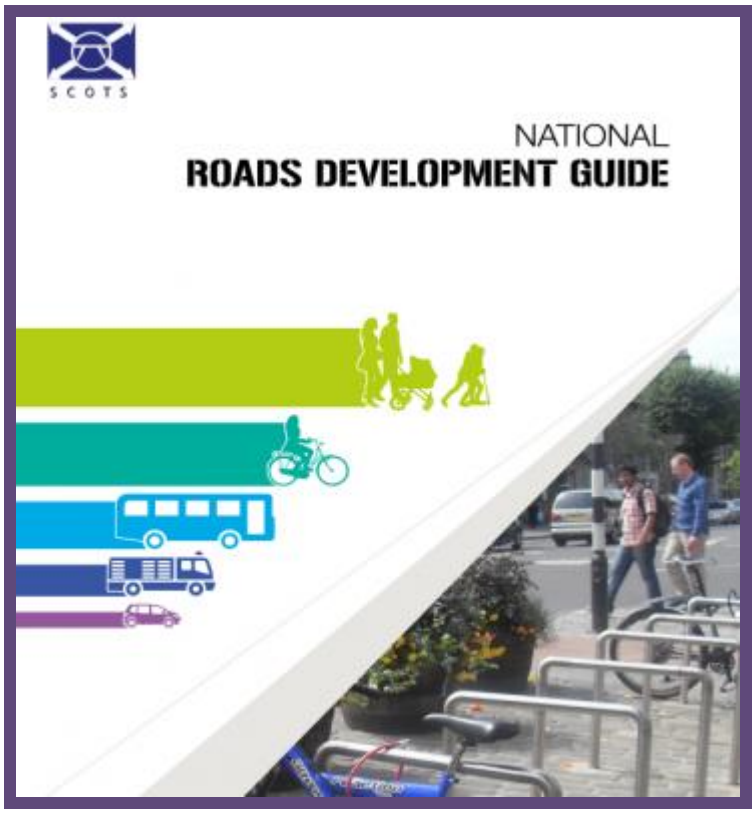
Shetland Islands Council

Construction Consent Forms

For Development Roads that may be Offered for Adoption



Forms for the Construction Consent and Road Bond process for development roads that may be offered for adoption onto the list of public roads.

August 2017

Introduction

The following forms are used within the Construction Consent process for development roads that may be offered for adoption.

The use of these forms is explained within the associated Shetland Islands Council Roads Service guidance document Guide to Construction Consent (August 2017), which replaces Section 2.4 of National Roads Development Guide (August 2014) in respect of developments within the Shetland Islands Council area.

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Construction Consent Application CC1

Application for Construction Consent under Section 21 of the Roads (Scotland) Act 1984 to Construct or Extend a Road

This form is to be completed in accordance with the provisions of the SCOTS' National Roads Development Guide and the NRDG Variations for Shetland Islands Council Area by any person wishing to construct or extend a road irrespective of whether or not it is to be subsequently maintained by the Local Roads Authority.

I/ We*
(insert full name(s) and address(es) of the applicant(s))

Apply under Section 21 of the Roads (Scotland) Act 1984 for Construction Consent for the
(state nature of operation, e.g. new construction, extension or upgrading of existing road)

At
(insert address or description of site)

Of which I am/ we are*
(state interest in the land forming the site, e.g. owner, tenant, developer)

All in conformity with the plans, drawings, documents and specifications submitted herewith and docqueted and signed as relative hereto.

I/ We* hereby declare that no other party has/ the attached Form CC2 details all other parties having* an interest in the land fronting, abutting, or comprehended in the new road or the extension of the existing road.

Signed
(Applicant(s))

Date

(delete as appropriate)*

For Office Use Only	
RCC Reference No.	
Date RCC Approved	

Docquets of Service CC2

List of Landowners Notified of an Application for Construction Consent under Section 21 of the Roads (Scotland) Act 1984 to Construct or Extend a Road

This form should list the names and addresses of each owner of land or heritages that fronts, abuts, or will be comprehended in the proposed new road or an extension of an existing road for which Construction Consent has been applied for.

I/ We*
(insert full name(s))

_____

Hereby certify that a notice of the lodging of an application for Construction Consent, made under Section 21 of the Roads (Scotland) Act 1984, has been served on the persons listed below, being the owners of all land or heritages fronting, abutting, or comprehended in the proposed new road or the extension of an existing road, and further certify that such notice contained an intimation that the relevant particulars could be examined at the offices of the Local Roads Authority located at

Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

We further certify that the notice intimated that any objections to the application should be lodged with the Local Roads Authority within 28 days of the date of the notice.

Signed Date
(Applicant(s))

(delete as appropriate)*

List of Owners Referred to

Name	*Address*
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Notice of Service CC3

Notice of Service on an Owner of Land or Heritages of an Application for Construction Consent under Section 21 of the Roads (Scotland) Act 1984 to Construct or Extend a Road

This form should be used to formally notify the owners of all land or heritages that front, abut, or will be comprehended in a proposed new road or the extension of an existing road for which Construction Consent has been applied for.

I/ We*
(insert full name(s))

Hereby give notice that an application under Section 21 of the Roads (Scotland) Act 1984 for Construction Consent for the
(state nature of operation, e.g. new construction, extension or upgrading of existing road)

At
(insert address or description of site)

If you wish to view the relevant particulars of this application you may do so at the offices of the Local Roads Authority located at

Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

If you wish to make any representations regarding, or objections to, the application you should do so in writing to the Local Roads Authority as noted above no later than
(insert last date for representations or objections)

Such date being no earlier than 28 days following the date on which this notice was served.

Signed Date
(Applicant(s))

(delete as appropriate)*

Notice of Works Start CC4.1

Notice of the Planned Start of Works that are the subject of Consent issued under Section 21 of the Roads (Scotland) Act 1984

This form should be used to formally notify the Local Roads Authority that works relating a proposed new road or the extension of an existing road for which Construction Consent has been granted are planned to start.

I/ We*
*(insert full name of holder(s) of Construction Consent, * delete as appropriate)*

Hereby give notice that works associated with the proposed new road or the extension of an existing road as granted Construction Consent under Section 21 of the Roads (Scotland) Act 1984, referenced and dated
(state reference number and date of Construction Consent)

At
(insert address or description of site)

Are planned to start on or after
(insert date of earliest planned works)

Such date being no earlier than 4 weeks following the date on which this notice was served.

The following responsible person(s)may be contacted in regards to these works

Name	*Contact Details*
_____	_____
_____	_____
_____	_____

Signed
(Consent Holder(s))

Date

Notice of Works Stage CC4.2

Notice of the Planned Start of a Notifiable Works Stage for a Consent issued under Section 21 of the Roads (Scotland) Act 1984

This form should be used to formally notify the Local Roads Authority that certain notifiable works relating a proposed new road or the extension of an existing road for which Construction Consent has been granted are planned to start.

To: Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

I
(insert name of responsible person making notice)

Hereby give notice that the following works
(state description of the works)

Being notifiable works associated with the proposed new road or the extension of an existing road as granted Construction Consent under Section 21 of the Roads (Scotland) Act 1984, referenced and dated
(state reference number and date of Construction Consent)

At
(insert address or description of site)

Are planned to start on or after
(insert date of earliest planned works)

Such date being no earlier than 48 hours (excluding weekends and public holidays) following the date on which this notice was served.

Signed Date
(Responsible Person)

Notice of Works Completion CC4.3

Notice of the Completion of Works relating to a Consent issued under Section 21 of the Roads (Scotland) Act 1984

This form should be used to formally notify the Local Roads Authority that the works relating a proposed new road or the extension of an existing road for which Construction Consent has been granted have been completed.

To: Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

I
(insert name of responsible person making notice)

Hereby give notice that the works associated with the proposed new road or the extension of an existing road as granted Construction Consent under Section 21 of the Roads (Scotland) Act 1984, referenced and dated
(state reference number and date of Construction Consent)

At
(insert address or description of site)

Have been completed in accordance with the relevant particulars of the consent and are ready for inspection. I have attached all relevant electrical and structural certificates and as-built drawings.

Signed Date
(Responsible Person)

For Office Use Only	
Relevant Certificates and Drawings Attached	
Inspection Date	
Inspecting Engineer	
Certified as Complete *(signature)*	

Application for Release of Bond CC5

Application for the release of money held as a Bond in respect of a Construction Consent issued under Section 21 of the Roads (Scotland) Act 1984

This form should be used to request the release of bond monies held as a security or deposit by the Local Roads Authority in respect of works relating a proposed new road or the extension of an existing road for which Construction Consent has been granted.

To: Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

I
(insert name of applicant(s))

Hereby give notice that the works associated with the proposed new road or the extension of an existing road as granted Construction Consent under Section 21 of the Roads (Scotland) Act 1984, referenced and dated
(state reference number and date of Construction Consent)

At
(insert address or description of site)

Have been completed to the following stage and hereby request an appropriate reduction in the bond held in respect of the works. Please refer to notes overleaf regarding relevant stage.
(state relevant stage)

Detail of the Bond Provider (Guarantor)

Name *Contact Details*

_____ _____

_____

_____

Form continued over...

Stage 1 - All works to date are in accordance with the Construction Consent and the road is up to binder course (surfacing course where modular block paving is specified), the Sustainable Urban Drainage system and other drainage infrastructure is complete and functional, all underground services and infrastructure are fully installed and standards of work agreed with the relevant adopting authority, and all kerbing is complete. A CCTV survey of the surface water drainage system to be adopted by the Local Roads Authority is available. The bond may be reduced to no less than 50% of its initial value.

Stage 2 - The works are substantially complete such that all items of works as detailed in the Construction Consent are complete and only items such as grass and soft landscaping elements that have annual planting constraints remain to be undertaken. The bond may be reduced to no less than 10% of its initial value.

Stage 3 - Expiry of the notified maintenance period or the addition of the private road to the list of public roads, whichever is the earlier. The remainder of the bond is to be released.

I/ We* confirm that the information given on this form is correct.

Signed Date
(Applicant(s))

(delete as appropriate)*

For Office Use Only	
Inspection Date	
Inspecting Engineer	
Certified as Stage *(1,2 or 3)*	
Bond Amount to be released *(£ and %)*	
Approved Signature	

Application for Adoption Certificate CC6

Application by a Developer to have Roads(s)/ Footpath(s) added to the List of Public Roads under Section 16(2)/ 18(1) of the Roads (Scotland) Act 1984

This form should be used by a developer to request that the Local Roads Authority add completed roads and footpath, for which Construction Consent has been granted, to the list of Public Roads (to be adopted).

To: Shetland Islands Council, Roads Service, Gremista, Lerwick, Shetland ZE1 0PX.

I/ We*
(insert full name(s) and address(es) of applicant(s))

Apply under Section 16(2) of the Roads (Scotland) Act 1984 to have the road(s) detailed in Schedule A Part 1, as annexed, added to the Local Road Authorities List of Public Roads.

and/or

Apply under Section 18(1) of the Roads (Scotland) Act 1984 to have the footpath(s) detailed in Schedule A Part 2, as annexed, added to the Local Road Authorities List of Public Roads.

I/ We* hereby confirm that the works associated with the road(s) and footpath(s) detailed in Schedule A were completed in accordance with the Construction Consent granted under Section 21 of the Roads (Scotland) Act 1984, referenced and dated
(state reference number and date of Construction Consent)

Signed Date
(Applicant(s))

(delete as appropriate)*

For Office Use Only	
Final Inspection Date	
Inspecting Engineer	
Certified for Adoption	
Road Reference/ Date Added to List	

Schedule A to Form CC6

Part 1

Road Description (*this may be done by reference to a plan*) Length (m)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Part 2

Footpath Description (*this may be done by reference to a plan*) Length (m)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Carriageway Design Certificate DC1

This form should be completed by the designer and submitted to the Local Roads Authority as part of the Construction Consent application. Multiple forms may be submitted for larger projects.

Project _____

Description of Road _____

_____

Location Details _____

_____

Soils Data			
CBR %		Chainage Limits	*to*
Source Document(s)			Date
Foundation Class			

Traffic Data					
ADT		At Opening Year		% Commercial	
Source Document(s)				Date	
Site Category					

Design Parameters					
1 way AADF Commercial		Initial		Final	
Life in years(n)		Damage factor (n/2)		MSA (cum. total)	
Technical Reference					

Road Construction Detail _____

_____

_____

_____

Designed by _____ **Date** _____

Checked by _____ **Date** _____

Road Lighting Design Certificate DC2

This form should be completed by the designer and submitted to the Local Roads Authority as part of the Construction Consent application. Multiple forms may be submitted for larger projects.

Project _____

Description of Road _____

_____

Location Details _____

_____

Drawing Reference(s)

Lighting Design				
	Calculation 1	**Calculation 2**	**Calculation 3**	**Calculation 4**
Designed to BS 5489				
Lighting category				
Column numbers	*to*	*to*	*to*	*to*
Column arrangement				
Mounting height	*m*	*m*	*m*	*m*
Lantern overhang	*m*	*m*	*m*	*m*
Effective width	*m*	*m*	*m*	*m*
Lantern type				
Lamp type				
Lamp wattage				
Lamp design lumens	*KLm*	*KLm*	*KLm*	*KLm*
Maintenance factor				

Design Results				
	Calculation 1	**Calculation 2**	**Calculation 3**	**Calculation 4**
Software used				
Calculated *Eav/ Lav*				
Calculated *Emin*	*lux*	*lux*	*lux*	*lux*
Calculated *OU*				
Calculated *UL*				
Calculated *TI*				
Surround Ration				

Circuit Design				
	Circuit 1	**Circuit 2**	**Circuit 3**	**Circuit 4**
Column numbers				
Cable type				
Cable size				
Over-current protective device	*A*	*A*	*A*	*A*
Total load (steady state)	*A*	*A*	*A*	*A*
Total load (in rush)	*A*	*A*	*A*	*A*
Volt drop at end of circuit	*V*	*V*	*V*	*V*
Disconnection time	*Secs*	*Secs*	*Secs*	*Secs*
***PSCC* at end of circuit**	*A*	*A*	*A*	*A*
***ELI* at end of circuit**	*W*	*W*	*W*	*W*

Supply Details					
Total Power	*Kw*	**Overall Protective Device**		**Rating**	*A*
Main Isolator BS		**Isolator Type**		**Isolator Rating**	*A*
Contactor/ Relay Type		**Contactor rating**	*A*	**Number of Poles**	
PEC	*Lux*	**PEC Type**		**Ratio (on/ off)**	*to*
Power Supply		**Number of Phases**		**Method of Earthing**	

I, being the person responsible (as indicated by my signature below) for the design of the Lighting Electrical Installation, the particulars of which are described on pages 23 and 24 (Form DC2), certify that the said work for which I have been responsible is to the best of my knowledge and belief in accordance with the current Code of Practice for Street Lighting BS 5489, the Local Roads Authority specification for the installation of street lighting, and the Regulations for Electrical Installation 16th Edition as published by the Institute of Electrical Engineers except for departures, if any, stated in this certificate.

The extent of liability of the signatory is limited to the work described above as subject to this certificate.

Name of Designer _____ **Position** _____

Company _____

Address _____

_____

_____

On behalf of (client) _____

Signed _____ **Date** _____

Road Lighting Installation Certificate DC3

This form should be completed by the installer and submitted to the Local Roads Authority as part of the Notice of Works Completion using Form CC4.3. Multiple forms may be submitted for larger projects with more than one road lighting scheme.

Project _____

Description of Road _____

_____

Location Details _____

_____

Drawing Reference(s) for 'As Built'

Variations from the design layout or specification given in Form DC2 are to be clearly highlighted on the 'as built' drawings and detailed in a companion document.

Details of Installation	
Column Manufacturer/ Cat. No.	
Column Mounting Height	
Lantern Manufacturer/ Cat. No.	
Lantern Wattage	
Control Gear Manufacturer/ Cat. No.	
Control Gear Wattage	
Cut Out Manufacturer/ Cat. No.	
HRC/ MCB Rating	
Lamp Manufacturer/ Cat. No.	
Ducting Manufacturer/ Cat. No.	
Cable Type/ Diameter	
Switchbox Manufacturer/ Cat. No.	
Distribution Board Manufacturer/ Cat. No.	
Contactor/ Relay Manufacturer/ Cat. No.	

Details of Installation (continued)		
Contactor/ Relay Rating		
PEC Manufacturer/ Cat. No.		
Lux on & Ratio on/off		

I, being the person responsible (as indicated by my signature below) for the construction of the Lighting Electrical Installation, the particulars of which are described on pages 27 and 28 (Form DC3), certify that the said work for which I have been responsible is to the best of my knowledge and belief in accordance with the current Code of Practice for Street Lighting BS 5489, the Local Roads Authority specification for the installation of street lighting, and the Regulations for Electrical Installation 16th Edition as published by the Institute of Electrical Engineers except for departures, if any, stated in this certificate.

The extent of liability of the signatory is limited to the work described above as subject to this certificate.

Name of Installer _____ **Position** _____

Company _____

Address _____

_____

_____

On behalf of (client) _____

Signed _____ **Date** _____

For Office Use Only	
Inspection Date	
Inspecting Engineer	
Certified for Adoption	

Construction Consent Checklist CCC

To be included with any Construction Consent Application

This form should be used by a developer to help ensure that all of the information normally required to form a competent Construction Consent Application has been considered and included where relevant.

Applicant _____
(insert name(s))

Development _____
(insert address or description of site)

Required Application Forms , Certificates and Reports		n/a	yes	no
CC1	Application completed fully?			
	Signed by **Applicant**, not agent?			
CC2	Land ownership details completed fully?			
	Signed by **Applicant**, not agent?			
	Plan of land ownership(s) appended?			
DC1	Carriageway Design Cert. completed fully?			
DC2	Road Lighting Design Cert. completed fully?			
QAS	Quality Audit Summary Report included?			
Safety Audit Report	Stage 1			
	Stage 2			
	Stage 3			
Ground Investigation	Factual report included?			
	Interpretive report included?			

Structures		n/a	yes	no
Any structures involved?				
	Design certificate reference(s)			
	Check certificate reference(s)			
	Cert.(s) docqueted, signed, dated and included?			

Layout Plan(s)	n/a	yes	no
Location plan at 1:1250 or 1:2500 included?			
Proposed areas for prospective adoption clearly identified?			
Layout detail at 1:500 (shared surface areas at 1:200)?			
Centre, kerb, plot, and building lines shown?			
All curve radii annotated?			
All corner radii annotated?			
All road widths annotated?			
Is curve widening required and annotated?			

Layout Plan(s) *continued*	n/a	yes	no
Turning areas dimensioned?			
Full setting-out information provided?			
Shared surface transitions dimensioned?			
Drop kerbs for vehicle access(es) shown?			
Drop kerbs for pedestrian routes/ crossings shown?			
Provision for cycles shown and dimensioned?			
Provision for buses shown?			
Traffic calming shown?			
Swept path analysis shown?			
Signage indicated and annotated?			
Street furniture indicated and annotated?			
Road and area lighting shown and annotated?			
Lining and surface marking indicated and annotated?			
Visibility splays (access, junction and bend) shown and annotated?			
Cut and fill extents shown?			
Location of walls and fences shown and heights/ construction annotated?			
Footway/ footpaths shown and dimensioned?			
Parking bays correctly located (outwith visibility splays, well related, etc)?			
Parking bays dimensioned?			
Vehicle access (inc. driveways) gradients OK (not >5% for 6m)?			
Vehicle access (inc. driveways) approach width and angle OK?			
Areas of different carriageway construction identified and annotated?			
Road, surface and foul drainage systems shown and annotated?			
Future maintenance responsibilities for drainage systems shown?			
Location of services shown and annotated?			

Carriageway/ Footway/ Cycleway Long Sections	n/a	yes	no
Vertical alignment details shown with gradients and K-values?			
Horizontal alignment details shown with curve data?			
Camber and cross-fall details shown?			
Regular and key-point chainages shown?			
Existing and proposed centreline levels shown for all chainages?			
Sub-strata detailed to at least 1.0m below formation level?			

Drainage Long Sections	n/a	yes	no
Manhole positions shown and annotated?			
Pipe runs shown with gradient details?			
Regular and key-point chainages shown?			
Existing and proposed levels shown for all chainages?			
Sub-strata detailed to at least 0.5m below excavation level?			

Drainage Design	n/a	yes	no
Gullies and channels at low points?			
Gullies at correct spacing?			
Gullies at or before kerb TP not mid-radius?			
Gullies at traffic calming and properly located?			
Drainage provision for areas likely to drain onto roads shown?			
Surface water flow from private accesses and driveways considered?			

Typical Sections and Details	n/a	yes	no
Carriageway construction shown and annotated?			
Footway construction shown and annotated?			
Footpath construction shown and annotated?			
Cycleway construction shown and annotated?			
Verge construction shown and annotated?			
Kerbing details shown and annotated?			
Services strip section shown and annotated?			
Gully details shown and annotated?			
Manhole details shown and annotated?			
Headwall details shown and annotated?			
Drainage details shown and annotated?			
Details for signs and street furniture supplied?			

Other Information	n/a	yes	no
Bill of Quantities supplied?			
Construction programme supplied			
Specification for the works clearly identified?			

Shetland Islands Council

Roads Service
Gremista Depot
Gremista
Lerwick ZE1 0PX

Phone: 01595 744866
Fax: 01595 744869
E-mail: roads@shetland.gov.uk