

Information Sheet 7

Information and Drawing Requirements for Section 38 Agreements

It is normal practice to supply the Council with one set of drawings for initial checking. This should include longitudinal sections, typical constructional details with cross sections, a layout plan with the area of highway to be offered for adoption (coloured accordingly). Highway Structures proposed for adoption should be highlighted. The requirements for the formal drawing submission are set out below are:

1. Site Location Plan

2. Layout Plans – 9 copies needed

These must show all the works, fully annotated, including:

- Kerb lines and back edgings, including visibility splays at junctions.
- Adoptable footpaths and barriers.
- Landscaping including highway verges and service margins.
- Dropped crossings and tactile paving.
- Alterations to existing highways.
- Traffic calming features.
- Details of surface and foul water drainage.
- Building locations and in particular driveway/access positions.
- Emergency access details.
- Plot numbers and road numbers or names. The 'as built' drawings should show house numbers and road names and include any private cable layouts.
- Street Lighting.
- Highway Retaining walls.
- Highway Structures including retaining walls, bridges and large diameter culverts.

3. Cross-Section drawings – 4 copies needed

These should show typical constructional details, including carriageway and footway specifications, camber or crossfall gradient, kerb/edgings type, bedding and upstand etc. Furthermore typical cross sections are required along all roads at 30m intervals where the adjoining site levels or adjacent cross section varies +/- 0.30metres. Sections should extend at least 4.0m from the back of the proposed highway boundary.

4. Structures – 4 copies needed

Details for retaining walls and other structures within 4.0m from the back of the proposed highway boundary please contact Mr Richard Bulloss for the current design criteria and specification (tel: 0114 2735842 or email Richard.Bulloss@sheffield.gov.uk copy to Bridges@sheffield.gov.uk)



5. Longitudinal Sections – 4 copies needed

These should show existing and proposed levels, gradients, vertical curves, surface water and foul drainage, manholes etc. pipe and pipe bedding classifications should also be shown for any highway drainage

6. Drawing Scales

Drawings should be to the following scales:

Site location plan	1:1,250 scale
Engineering Drawings	1:500 (1:200 in the case of Mews Courts)
Longitudinal Sections	1:500 Horizontal scale and a 1:100 vertical scale
Cross-Sections	1:100 scale

In the preparation of the Section 38 Agreement the following information is also needed:

- Name and address of the developer and Company Registration Number
- Name and address of the freeholder and Company Registration Number
- Name and address of the guarantor for the Bond and Company Registration Number
- The person/solicitor dealing with the Agreement on behalf of the developer

Upon satisfactory drawings being provided and agreed, the Council then requires 9 sets of the plan drawing, coloured in accordance with the following schedule. These are to be included in the Section 38 agreement.

Site boundary	- Edged in red
Carriageways	- Brown
Footways and footpaths	- Yellow
Highway drainage including gullies and gully connections	- Blue
Highway verges and adoptable landscape areas	- Green
Pedestrian crossings/barriers etc.	- Black
Drainage easements	- Hatched Black
Highway Retaining walls	- Black

Please note that drainage works which are covered by a separate agreement under Section 104 of the Water Industry Act 1991 should not be coloured.

7. Health and Safety File

Finally, to comply with the law, specifically CDM legislation, the Council requires a complete Health and Safety File (which must also include two sets of 'as built' drawings) prior to the issuing of the Final Certificate. In the first instance all drawings and specifications should be submitted to the Highway Adoption Engineer allocated to your development.

Contacting us

You can contact Highway Adoptions at:

Sheffield City Council
Development Services
Highway Adoptions
Howden House
1 Union Street
Sheffield S1 2SH



Or

Steve Turner	0114 273 4383	Principal Engineer
Martyn Bellis	0114 273 6134	North
Tim Norman	0114 273 6133	East
Andy Tilsley	0114 273 6132	City Centre and South

