

**BRISTOL CITY COUNCIL – DEVELOPER HIGHWAY WORKS PROCESS - Section 278 Agreements**

<b>No</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>
<b>POST PERMISSION – CONDITION DISCHARGE</b>		
<b>1</b>	Submission of Highway Works General Arrangement to BCC Planning	<b>APPLICANT</b>
<b>2</b>	BCC Planning consults TDM for comment	<b>BCC PLANNING</b>
<b>3</b>	Response made to drawing submission with comments	<b>BCC TDM</b>
<b>4</b>	Applicant responds to TDM's comments with revisions as appropriate	<b>APPLICANT</b>
<b>5</b>	Once acceptable, TDM confirms acceptability to Planning	<b>BCC TDM</b>
<b>6</b>	Formal Discharge of Pre-commencement condition	<b>BCC PLANNING</b>
<b>7</b>	Applicant fills out section 278 form and submits this to TDM	<b>APPLICANT</b>
<b>8</b>	TDM Instructs BCC Legal to start s278 agreement, confirming Bond & fees	<b>BCC TDM</b>
<b>LEGAL PROCESS</b>		
<b>9</b>	Legal Services draw up draft s278 agreement, liaison with applicant's solicitors	<b>BCC LEGAL</b>
<b>10</b>	Legal Services collate comments of applicant / solicitors and liaise with TDM	<b>BCC LEGAL</b>
<b>11</b>	Draft Section 278 agreed, Agreement signed	<b>BCC LEGAL</b>
<b>12</b>	Bond secured and all fees including technical approval, inspection, commuted sums, TRO, legal and other fees paid to BCC	<b>APPLICANT</b>
<b>TECHNICAL APPROVAL</b>		
<b>13</b>	Applicant submits detailed design drawings and programme to TDM	<b>APPLICANT</b>
<b>14</b>	TDM circulate drawings internally within highways / transport for comment	<b>BCC TDM</b>
<b>15</b>	TDM responds to applicant with required changes / revisions / comments	<b>BCC TDM</b>
<b>16</b>	Applicant submits alterations to the satisfaction of TDM & RSA2	<b>APPLICANT</b>
<b>17</b>	Subject to the above, TDM grants technical approval certificate	<b>BCC TDM</b>
<b>18</b>	BCC Network Management able to grant licences (hoardings / excavations)	<b>BCC NET MGMT</b>
<b>19</b>	Applicant arranges for site meeting with TDM Engineers	<b>APPLICANT</b>
<b>CONSTRUCTION</b>		
<b>20</b>	Commencement of Highway Works	<b>APPLICANT</b>
<b>21</b>	Regular TDM Inspection regime, adjustments required as appropriate	<b>BCC TDM</b>
<b>SUBSTANTIAL COMPLETION OF WORKS</b>		
<b>22</b>	Applicant submits Stage 3 Road Safety Audit and requests inspection	<b>APPLICANT</b>
<b>23</b>	TDM undertake inspection of works, highlighting need for remedial works	<b>BCC TDM</b>
<b>24</b>	Applicant undertakes remedial / snagging works to satisfaction of TDM	<b>APPLICANT</b>
<b>25</b>	Subject to above, TDM issue Certificate 1, 90% of bond returned. Works enter into 12 month maintenance period	<b>BCC TDM &amp; PLANNING</b>
<b>26</b>	Formal Discharge of pre-occupation condition	<b>BCC PLANNING</b>
<b>MAINTENANCE PERIOD – 12 MONTHS</b>		
<b>27</b>	Applicant submits Stage 4 Road Safety Audit and requests inspection	<b>APPLICANT</b>
<b>28</b>	TDM undertake inspection of works, highlighting need for remedial works	<b>BCC TDM</b>
<b>29</b>	Applicant undertakes remedial / snagging works to satisfaction of TDM	<b>APPLICANT</b>
<b>30</b>	Subject to above, TDM issue Certificate 2, remaining bond returned	<b>BCC TDM</b>
<b>COMPLETION</b>		