

**Roads Construction Consent Checklist** 

For a Roads Construction Consent (RCC) application to be accepted, the following checklist must be fully completed. All items must be submitted unless there is a specific reason why it does not form part of the RCC application, in which case an explanation will be required in the Notes section. Submissions viewed to be incomplete by Roads Development shall be returned. All of the items on this list are required in accordance with Aberdeenshire Council Standards for Roads Construction Consent and Adoption (ACSRCCA). References to specific sections refer to the ACSRCCA unless otherwise stated. For access to the ACSRCCA and all relevant forms please click <a href="here">here</a>.

Development Name:	
Applicant name:	
Agent name/ contact:	
RCC Number:	

Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission
		Submi	ssion Forms ( ref: New Road Developments Link )		
Completed CC1 form	☐ Included			☐ Acceptable	Click here to enter a date.
	☐ Not Included			☐ Unacceptable	criter a date.
RCC Construction Drawings Register	☐ Included			☐ Acceptable	Click here to enter a date.
Diawings Register	☐ Not Included			☐ Unacceptable	enter a date.
Completed Road	☐ Included			Acceptable	Click here to
Form (note: Applicants must submit a road	☐ Not Included			☐ Unacceptable	enter a date.
construction value together with supporting evidence					



#### **RCC Drawing** AC Use Only -Date of **Submission** Applicant to Number -**Notes** AC use only complete Where Document Acceptable **Applicable** Submission (e.g. priced B of Q estimated rates) and completed area values requested on form. The final bond value will normally be based on this submission but may be subject to additional checks and adjustment by AC. RB1 Forms available from Roads Development teams on request. **Drawings Roads Construction** Click here to ☐ Acceptable ☐ Included Details (Part 3, Pg. 122enter a date. ☐ Unacceptable ☐ Not Included 147) **Street Lighting** Click here to ☐ Acceptable ☐ Included (Sec.32.2, pg.142) enter a date. ☐ Unacceptable ☐ Not Included Click here to Structures (Sec.4.63, ☐ Included ☐ Acceptable pg.13) enter a date. ☐ Unacceptable Utility Drawings (Sec. Click here to ☐ Acceptable ☐ Included 27.12, Pg.114) enter a date. ☐ Not Included ☐ Unacceptable



Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission
		Consultation Co	ertificates (Sec. 1.4/4.9 Pg. 2, 3 & 11, Appendix A Pg. 158)		
Scottish Water (Sec.4.4, pg.12)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
<b>SEPA</b> (Sec.4.63, pg.12)	☐ Included ☐ Not Included			Acceptable Unacceptable	Click here to enter a date.
The Firemaster (Sec.1.3,pg. 2, Traffic Calming measures APP A, p158)	☐ Included ☐ Not Included			Acceptable Unacceptable	Click here to enter a date.
Chief Ambulance Officer(Sec.1.3, pg. 2 Traffic Calming measures APP A, p158)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
The Chief Constable (Sec.1.3, 27.8 pg. 2, 113, Traffic Calming measures APP A, p158)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
			Certificates		
Design Certificates (App. B, Pg.160)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
Confirmation of Designer (App. B, pg.161)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.



Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission
Check Certificate (App. B, pg.162)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
Road Safety Audit Certificate (App. B, pg.163	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
			Audits		
Review and Quality Audit (Ref Designing Streets, pages 57 & 58 http://www.gov.scot/Public ations/2010/03/22120652/ 12) Note: A valid Quality Audit may be considered in place the following RCC audits/access statement requirements listed below, when audit elements are included, provided it is based wholly on latest RCC drawings submitted with this application.	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
Stage 2 Road Safety Audit with Designers Response (Sec. 4.7, Pg. 13 & Sec. 38.9, Pg. 156)	☐ Included ☐ Not Included			Acceptable Unacceptable	Click here to enter a date.



Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission
Access Statement (Sec. 38.4-38.8, Pg.154-	☐ Included			☐ Acceptable	Click here to enter a date.
156)	☐ Not Included			Unacceptable	
<b>Cycle Audit</b> (Sec. 22, Pg. 90-94)	☐ Included			☐ Acceptable	Click here to enter a date.
,	☐ Not Included			☐ Unacceptable	criter a date.
			Location Plan		
Location Plan (Sec. 4.3 (a), Pg. 10)	☐ Included			☐ Acceptable	Click here to enter a date.
(4), . 8. 20)	☐ Not Included			☐ Unacceptable	enter a date.
			Layout Plans		
Layout Plan (Sec.4.3(b), Pg.11)	☐ Included			☐ Acceptable	Click here to enter a date.
,	☐ Not Included			☐ Unacceptable	criter a date.
Building and Kerb Lines (Sec.4.3(b)(i), Pg.11)	☐ Included			Acceptable	Click here to enter a date.
Lines (Sec.4.3(b)(i), Pg.11)	☐ Not Included			☐ Unacceptable	enter a date.
Curve Radii (Sec.4.3(b)(ii), Pg.11)	☐ Included			☐ Acceptable	Click here to enter a date.
(300.4.3(8)(11), 1 8.11)	☐ Not Included			☐ Unacceptable	enter a date.
Visibility Splays (Sec.4.3 (b) (iii), Pg.11) –	☐ Included			☐ Acceptable	Click here to
Note: property boundary wall and fence heights must be clearly indicated/ labelled on relevant dwgs.	☐ Not Included			Unacceptable	enter a date.



Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission
Vehicular Accesses (Sec.4.3(b)(iv), Pg.11)	☐ Included			Acceptable	Click here to enter a date.
	☐ Not Included			Unacceptable	
Pedestrian Crossing	☐ Included			☐ Acceptable	Click here to
<b>Points</b> (Sec.4.3(b)(v), Pg.11)	☐ Not Included			☐ Unacceptable	enter a date.
Cycle Crossing Points (Sec.4.3(b)(vi), Pg.11)	☐ Included			☐ Acceptable	Click here to enter a date.
	☐ Not Included			☐ Unacceptable	criter a date.
Gully Locations (Sec.4.3(b)(vii), Pg.11)	☐ Included			☐ Acceptable	Click here to enter a date.
(366.4.3(0)(vii), 1 g.11)	☐ Not Included			☐ Unacceptable	
Drainage System Locations	☐ Included			☐ Acceptable	Click here to enter a date.
(Sec.4.3(b)(viii), Pg.11)	☐ Not Included			☐ Unacceptable	criter a date.
Location and Type of	☐ Included			☐ Acceptable	Click here to enter a date.
Lighting (Sec.4.3(b)(ix), Pg.11)	☐ Not Included			☐ Unacceptable	
Service Corridor and	☐ Included			☐ Acceptable	Click here to
Ancillary Apparatus (Sec.4.3(b)(x), Pg.11)	☐ Not Included			☐ Unacceptable	enter a date.
Cut and Fill Slopes (Sec.4.3(b)(xi), Pg.11)	☐ Included			☐ Acceptable	Click here to enter a date.
(300.7.3(0)(NI), 1 g.11)	☐ Not Included			☐ Unacceptable	
Adoption and	☐ Included			☐ Acceptable	Click here to
Maintenance Boundaries	☐ Not Included			☐ Unacceptable	enter a date.



#### **RCC Drawing** AC Use Only -Number -Date of **Submission** Applicant to **Notes** AC use only complete Where Acceptable Document **Applicable** Submission (Sec.4.3(b)(xii), Pg.11) -Adoption areas colour shaded see guidance note The layout and Click here to ☐ Included Acceptable specification of all enter a date. ☐ Unacceptable ☐ Not Included road markings, signs, street name plates and traffic signals including supports and foundations (Sec.4.3(b)(xiii), Pg.11) **Precise Site Limits** Click here to ☐ Acceptable ☐ Included (Sec.4.3(b)(xiv), Pg.11) enter a date. ☐ Unacceptable ☐ Not Included **Ground Floor Levels** Click here to ☐ Included ☐ Acceptable (Sec.4.3(b)(xv), Pg.11) enter a date. ☐ Not Included ☐ Unacceptable **Details of SUDS** Click here to ☐ Included ☐ Acceptable enter a date. System (Sec.4.3(b)(xvi), ☐ Not Included ☐ Unacceptable Pg.11) **Driveway Gradients** Click here to ☐ Acceptable ☐ Included (Sec.4.3(b)(xvii), Pg.11) enter a date. ☐ Unacceptable Not Included **Driveway visibility** Click here to ☐ Included ☐ Acceptable **splays** (sec 25.3 Pg. 102) enter a date. ☐ Not Included ☐ Unacceptable



Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission	
Traffic Calming Measures	☐ Included			Acceptable	Click here to enter a date.	
(Sec.4.3(b)(xviii), Pg.11)	☐ Not Included			☐ Unacceptable	citer a date.	
Landscaping Layout (Sec.4.3(b)(xix), Pg.11)	☐ Included			☐ Acceptable	Click here to enter a date.	
(Sec. 113(8)(XIX), 1 g.11)	☐ Not Included			☐ Unacceptable	enter a date.	
			Road Profiles			
Road Profiles (Sec.4.3(c), Pg.11)	☐ Included			☐ Acceptable	Click here to enter a date.	
(555) 115(6), 1 8.227	☐ Not Included			Unacceptable	enter a date.	
			Typical Cross Sections			
Typical Cross Sections (Sec.4.3(e), Pg.11)	☐ Included			☐ Acceptable	Click here to enter a date.	
(**** *(**/* 6 /	☐ Not Included			☐ Unacceptable	enter a date.	
			Standard Construction Details			
Standard Construction Details	☐ Included			☐ Acceptable	Click here to enter a date.	
(Part 3, Pg. 122-147, Also	☐ Not Included			☐ Unacceptable	enter a date.	
see current <u>Specification</u> for Standards for Roads						
Construction Consent and Adoption Document )						
Site Investigation Information - Factual Ground Investigation Report (Sec. 4.3 (i) Pg. 11)						
<b>Soil Report</b> (Sec. 4.3 & 4.9 Pg. 11 & 14, Sec. 29.2	☐ Included			☐ Acceptable	Click here to enter a date.	
Pg. 123)	☐ Not Included			☐ Unacceptable	enter a date.	



Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission
Mineral Report (Sec. 4.10 Pg. 14)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
Plan showing accurate location of all trial pits, bore holes and cores relative to current design layout (Sec. 29.2, Pg. 123)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
		Ge	neral Arrangement Drawing of All Structures		
Plan Showing Full Details of Structures (Sec. 4.3(k), Pg. 12)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
Technical Approval of Structures (Sec 4.6, Pg. 13)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
			Details of landscaping		
Plan showing details of landscaping (Sec. 4.3(n), Pg. 12)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
			Drainage	·	
Hydrological Study (Sec. 4.5, Pg. 12)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.



Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission	
Drainage Design Calculations (Sec. 4.4, Pg. 12)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.	
Overland Flow Paths (Sec. 31.2, Pg. 136 – SUDs for Roads)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.	
Drainage Impact Assessment (Sec. 31.3, Pg. 136)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.	
Pre-Approved Elements. – The following elements must be approved by AC Roads standards Group – See contact details: and meeting dates: <a href="http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/">http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/</a>						
Confirmation of Roundabout Design Approval (Sec. 18.18, Pg. 52) –	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.	
Controlled Crossing Design details (Sec. 21.5, Pg. 86)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.	
Traffic Signal Design detail - (Sec. 21.5, Pg. 86) and 22.9 pg. 92	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.	



Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission
			Miscellaneous		
Speed Limit Assessment (this will be required for reducing/amending speed limits on existing roads, to be discussed and agreed in advance with RCC Engineer)	☐ Included☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
Controlled Crossing Assessment (Sec. 21.5, Pg. 86 – RCC Engineer can advise of PV <sup>2</sup> Procedure and policy) Note: All Controlled crossing proposals must be justified in line with assessment policy and must be approved by AC Roads standards Group – See contact details: and meeting dates: <a href="http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/">http://www.aberdeenshire.gov.uk/roads/non-standard-details/</a>	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
Road Restraint System Assessment (Sec.28.11, Pg. 118) – Note UK roads liaison group risk based assessment	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.



Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission
("Provision of Road Restraint Systems for Local Authorities") if followed correctly, will be acceptable in terms of submission. Please refer to:- http://www.ukroadsliaison group.org/en/guidance/ge neral-guidance.cfm					
Section 79(1) Agreement (Sec. 3.7, Pg. 8)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
Servitude/Wayleave legal agreement areas (drainage) identified (Sec. 4.4, Pg. 12)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
Emergency Access – Legal arrangements proposed (Sec. 28.7, Pg. 117)	☐ Included ☐ Not Included			☐ Acceptable ☐ Unacceptable	Click here to enter a date.
Departures from Standards from AC Standards or DMRB (if applicable) Must be identified by designers and listed in table below	☐ Included ☐ Not Included	See Departures table below		☐ Acceptable ☐ Unacceptable	Click here to enter a date.



Submission Document	Applicant to complete	RCC Drawing Number – Where Applicable	Notes	AC use only	AC Use Only - Date of Acceptable Submission
Non Standard Details (NSD) (If Any)- Must be identified by designers and listed in table below	☐ Included ☐ Not Included	See Table below		☐ Acceptable ☐ Unacceptable	Click here to enter a date.

List of all applicable Departures from standard (as approved by AC road Standards Group)  Departures from Standards applications – Please refer to <a href="http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/">http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/</a>							
Approved Departure Reference	Approval Date	Included on RCC Drawing Number	Description/Comments (Applicant)	Notes (AC Use Only)			

	List of all applicable Non-Standard Details (as approved by AC road Standards Group) —								
	Non Standard Detail applications – Please refer to <a href="http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/">http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/</a>								
Approved NSD	Approval	Included on RCC	Comments (Applicant)	Notes (AC Use Only)					
Reference	Date	Drawing Number							

**Roads Construction Consent Checklist** 

#### Guidance notes:

#### Completion of checklist

- All sections of checklist must be completed by applicant or their agents- if not applicable (N/A) a brief explanation should always be included in comments section.
- Design references or relevant web links are provided in the submission document column to assist designers when completing form. If further clarification is required please contact the relevant Roads Development team (see e-mail contact details below) for further advice or guidance prior to making a formal submission.

Banff & Buchan and Buchan Areas (Cape House Banff) Garioch and Formartine Areas (Gordon House, Inverurie) Kincardine & Mearns and Marr Areas (Carlton House, Stonehaven) roadsd

<u>roadsdevelopmentnorth@aberdeenshire.gov.uk</u> <u>roadsdevelopmentcentral@aberdeenshire.gov.uk</u> roadsdevelopmentsouth@aberdeenshire.gov.uk

#### Submission of RCC documents:

- Stage 1- Pre application (issued for discussion only) Electronic (pdf) format only, Note: a paper copy of construction drawings may be requested by RCC Engineer. Note: Pre App documents will not be retained by AC once superseded or on receipt and verification of formal RCC submission pack.
- Stage 2- Formal RCC submission pack initial verification stage:
  - One e-mailed electronic (pdf) format of all forms, documents and drawings listed as "included" in completed checklist submission shall be submitted to Roads Development for verification.
  - Note: Checklist will be utilised by Roads Development to verify that full RCC document package is complete prior to stage 3 live submission.

- Stage 3- Live RCC submission accepted for technical review- Only once submission has been verified and accepted as complete by Roads Development Team (see stage 2 above):-
  - 1. Send CC2 neighbour notification forms to all affected landowners.
  - 2. Submit paper prints of the following documents only (all folded to A4 size if required):

Document	No of Paper copies required	1 print stamped returned with consent.
Completed RCC Checklist	1	No
Completed original dated signature CC1 application form	1	No
<ul> <li>Design and Design Check certificates signed and dated no earlier than any related drawings submitted.</li> </ul>	1	No
Current Construction/lighting Drawings Register	2	Yes
• Proposed Layout Plan, showing areas proposed for Adoption colour coded as follows: C/way –Pink (pale red), footways paths -Red and, grass verge/visibility areas –Green. In addition any drainage wayleave areas -Ref 4.3b (xii) pg. 11 shall be shaded Cyan and RSA section 83(b) areas Yellow.	4	Yes
Construction Drawings (All drawings required for construction)	4	Yes
Drainage drawings (Clearly showing proposed maintaining authority)	4	Yes
Lighting design/ drawings	4 copies	Yes

Note: Typically it will take at least 35 days from Start of stage 3 (includes 28 day statutory notice period) before consent is granted, refused or put on hold pending consideration of any objection received.