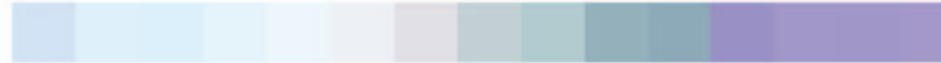


APPROACH PRINCIPLES COLLABORATION DEVELOPMENT



the Kent design guide

making it happen - **checklists**

Overview

This part of making it happen includes the checklists that are used in the submission and approval process.



Introduction

You must complete and submit to us information in accordance with the following checklists in order that we can efficiently and effectively deal with your application:

- 1 Information Checklist
- 2 Detailed Design Checklist
- 3 Pre-Adoption Checklist

We will carry out and complete the assessment and communicate with you in accordance with our customer service standards at all times.

Early consultation with us will provide an opportunity to resolve any potential problems and avoid delays, before proposals are submitted for approval.

We would encourage you, wherever possible, to design schemes that are in accordance with Kent Design.

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All information must be provided in both electronic and paper formats as required. Digital information of site details in autocad format must be provided and be based on National Ordnance Survey co-ordinates for importing to our G.I.S software. All information must be sent to the appropriate Divisional Manager.

Tabel A Information Checklist.

We require you to provide the following information to help us deal with your application.

ITEM	Names, Addresses, Telephone Numbers and/or Contact Details
Developer/Consultant	
Address	
Contact Details	
Date of Submission	
Scheme Name	
Developer's Ref No	
Scheme Location	
Site Representative	
Contractor	
Contact Details	
Sub Contractor	
Contact Details	
Traffic Management Officer	
Contact Details	
Emergency Contact Details	
Other relevant information (Solicitor and Surety details etc)	
A set of photographs to adequately show the site, the surrounding road condition and existing signage	

Table B Detailed Design Checklist.

We require you to provide the following information to help us carry out a technical assessment of your application.

We would ask that you submit a copy of the completed checklist with your submission.

ITEM	Y/N / N/A	KHS	Amendment Required	Amended Date
General Information including the following...				
1.£1,000 deposit				
2.Land Title Registration. Copy of file reference				
3.Environment Agency 'Consent to Discharge' approval letter and/or licences to discharge.				
4.Drainage Undertaker's S.104 technical approval letter or statement				
5. Letter to state design submission is in accordance with requirements of latest Kent Design document.				
6. copy of Design and Access Statement				
A Design Statement including the following....				
1. Length of each section of road (to be numbered or lettered)				
2. Number of dwellings served, or equivalent traffic loading relating to each length of road				
3. Other Design Standards Used				
4. How does development (for the mobility impaired) meet the requirements of current legislation) (i.e. DDA 1995)				

ITEM	Y/N / N/A	KHS	Amendment Required	Amended Date
A full set of calculations including.... 1. Hydraulic calculations to support any proposed drainage design, where applicable. Details of contributing catchment areas, crossfalls/gradients, existing drainage system to be connected into including depths, pipe sizes etc. Details of gully design calculations. SUDs info (area wide impact where necessary).				
2. Street Lighting calculations				
3. Traffic figures for road construction and traffic capacity design. Including, where appropriate, calculations for proposed junctions using the current accepted software e.g. ARCADY, PICADY, OSCADY & TRANSYT				
Drawings A complete set of drawings to enable the horizontal and vertical design to be checked, (including visibility zones where applicable). Plans to be provided at a scale of 1/500 or larger and include the following: 1. Existing levels				
2. Proposed levels (2m c/c along road centre line)				
3. Contour plots of junctions at 25mm intervals				
4. Cross sections at 10 or 20 m intervals to a natural scale				
5. Longitudinal sections of channel and crownlines				
6. O.S north point				
Road, drainage, housing layout drawings Geometry (alignment, radii, length etc)				
Highway Boundary (including ransom strip details)				
Road meterage points (every 20m)				

ITEM	Y/N / N/A	KHS	Amendment Required	Amended Date
Widths Carriageway (including widening on bends) Footway/footpath Verge / service margin				
Junction radii (including footway strengthening)				
Visibility Zones (forward and junction visibility)				
Verge and service margins				
Road Types (from Kent Design)				
Road name plate location (including footpaths and no-through signs)				
Pram crossings at all junctions (including position of tactile paving)				
Road signs (including footpaths and cycleways)				
Road Markings (including footpath and cycleways)				
Vehicle crossings				
Rumble strips and traffic claming features				
Alternative means of access for emergency vehicles				
Amenity areas including public open spaces				
Parking areas and laybys				
Private driveway details including gradients and spot levels				
House floor levels (including garages)				

ITEM	Y/N / N/A	KHS	Amendment Required	Amended Date
House plots and garden layouts including soakaway and drainage locations				
Street lighting positions (including existing columns)				
Undertakers apparatus and services where appropriate including crossings				
Highway Structures (existing and proposed) headroom information is required where necessary together with evidence of overhanging structures				
Street Furniture (including benches, planters, historic items, signs etc)				
Public Rights of Way (existing and proposed)				
Parking and Turning Details (swept path plots of HGVs/buses if applicable, i.e. when tighter bellmouth radii and narrow streets used)				
Land Ownership boundaries (coloured appropriately)				
Drainage (coloured appropriately) <ul style="list-style-type: none"> Existing public sewers Gullies – location & run off area Sewer locations Manholes - any in carriageway 				
Soakaways <ul style="list-style-type: none"> Type (not under carrigeway) Soakage Report Cut-off drains Gullies at drives 				
SUDS information				

ITEM	Y/N / N/A	KHS	Amendment Required	Amended Date
Drainage details				
Calculations (pipes and gullies)				
Pipes (Type and depth to invert)				
Bedding and surround details				
Manholes details				
Gullies details				
Soakaway details				
Oil Interceptors / Balancing pond details				
Ditches / Watercourses details				
SUDs information				
Private driveway drainage (including preventative measures for drainage onto the highway)				
Outfall details				
Legal easements for Soakaways situated in private property				
Hydrological statement identifying affect on existing drainage infrastructure				
Cross-section and longitudinal drawings				
Existing ground levels				
Centre line levels				
Left and right channel levels				

ITEM	Y/N / N/A	KHS	Amendment Required	Amended Date
Road meterage points (every 20m)				
Vertical alignment				
Horizontal alignment				
Materials and Thicknesses				
Rumble strips and traffic claming details				
Crossfall/cambers				
Gradients-roads & highway drains				
Transitions (vertical curves)				
Depth to sewers / Sewer size/capacity to include calcs.				
Superelevation				
Summits/valleys				
Street Lighting details and drawings				
Calculations				
Column Type/Height				
Lantern Type				
Amenity/Conservation Needs				
Legal easements or wayleaves for lanterns attached to private property				
Specification details – road construction footway construction and cycleway consturction (see Pavement and Specification for requirements) must include colours and material types				

ITEM	Y/N / N/A	KHS	Amendment Required	Amended Date
Detailed drawings and information				
Existing road details (including photos, street lighting positions, gulley positions, drainage provisions, road type etc)				
Auto CAD drawings including perspective drawing and walk through CAD/Video				
Handrails, guardrails, steps and barrier details				
Entry treatment and traffic calming details				
Structures information and details				
Section 278 related details (where appropriate)				
Landscaping details				
Conservation / heritage details and information				
Public transport details and information				
TRICS supporting documentation				
Land Compensation information				
Public rights of way information including equestrians (existing and proposed)				
Emergency services requirements (fire, police and ambulance)				
Service margin details planting type etc				
Swept path information				
Refuse collection details				
NRSWA provisions and details				

ITEM	Y/N / N/A	KHS	Amendment Required	Amended Date
Traffic safety, management, H&S and diversion details				
Traffic signal equipment details				
Notice Boards / office parking / temporary access etc				
Private road details and information (including gates, access arrangements, notices and street name plates)				
Miscellaneous information (including winter maintenance provision, fencing provision, street furniture, APC details, commuted sum details, customer questionnaires, sustainability)				
Schedules including the following.... 1. Road Signs 2. Drainage 3. Lighting 4. Landscaping				
Details of Consultations....				
Statutory Undertakers				
Local residents				
Members				
DOT / ODPM				
Drainage Undertakers				
Parish and Town Councils				
Emergency Services				
Materials Lab				
Traffic Man				
Structures				
Other date // reply //				

Table C Pre-Adoption Checklist

We use this checklist to ensure that everything is complete or dealt with before adoption can take place

ITEM	Y/N / N/A	KHS	Outstanding	Complete / date
All work carried out under a Section 278 Agreement (in conjunction with the S.38 Agreement) has been satisfactorily completed and the Final Certificate has been issued for those works.				
<p>All works under the Section 38 Agreement including any remedial works have been satisfactorily completed</p> <p>(Landscaping areas that are to be adopted must be fully established and planted in accordance with the specification. If more than 20% of planting needs to be replaced, adoption will be delayed until the landscaping is fully established - Alternatively, where there are problems in establishing the landscaped areas developers may prefer to pay us a commuted sum to cover maintenance rather than have the maintenance period extended)</p>				
All amounts due under the agreement including any additional inspection or administration fees have been paid to us.				

ITEM	Y/N / N/A	KHS	Outstanding	Complete / date
The developer has transferred the highway land shown colour-washed pink on the approved Section 38 drawings to us.				
The developer has supplied us with any necessary Deeds of Grant.				
The developer has supplied us with the Health and Safety File, as required by the Construction (Design & Management) Regulations 1994. It must include "as constructed" drawings and appropriate data for Highway Inventory where necessary.				
The developer has supplied us with two sets of the as-built plans (indicating the adoption areas shown coloured pink) and highway drainage, including any drainage situated outside the highway limits (shown coloured blue). All new works or alterations to the existing highway must be identified (coloured pink and cross-hatched red).				
A Stage 3 as-built Safety Audit has been carried out and approved by us				
The developer has paid any necessary commuted sums to us.				
All other requirements under the Section 278/38 agreement have been fully complied with.				