

APPROACH PRINCIPLES COLLABORATION DEVELOPMENT



the Kent design guide

making it happen - technical assessment and adoption
(process)

Overview

This part of making it happen includes advice and guidance about the process that is carried out when you submit your application for approval.



process

General

Before you can carry out any work on the existing road network or when you intend to build new roads for adoption, you will need to get our approval.

All schemes must undergo a technical assessment and safety audit to ensure that the works are acceptable, and to avoid delays for you in getting the works adopted.

We would advise you to contact the relevant authority before submitting your proposals. You can find out which authority to contact by looking at the maps in the general information section.

Kent County Council and Medway Council have different processes for dealing with the submissions and you are advised to contact Medway Council about their requirements.

In our area you can carry out safety audits as part of your design process, providing you use qualified competent and experienced safety auditors. This will help you manage the design process better and identify changes, before you submit your proposals for Technical Assessment.

We do not monitor an approved list of auditors; however we can give you details of auditors that have worked in our area in the past which may help you.

Concept and Feasibility of Schemes.

You must discuss your proposals as soon as practicably possible with us. This will allow us time to assess the possible impact on the existing highway network, agree the information required as part of the Technical Assessment process and decide whether any other issues need to be considered.

Early discussions will also help us look at different options with you before you submit your formal applications, and also understand your proposed programme for the scheme.

Technical Assessment Process

There are four stages to the Technical Assessment process; running concurrently with any planning or legal process and any other technical requirements.

If a scheme is not progressed to the next stage in the process within 24 months then the process must start again from the Outline Design stage.

Stages in the process

1. **Outline Design (Stage 1 Safety Audit)**
2. **Detail Design (Stage 2 Safety Audit)**
3. **As-Built (Stage 3 Safety Audit)**
4. **Post adoption (Stage 4 Safety Audit)**

1. Outline Design

We recommend that you involve us as soon as possible in discussions about your scheme to ensure that your proposals provide the safest and most appropriate layout for the site.

Once we have agreed your proposals in principle, you will then be able to submit the outline design with more confidence that it will be accepted by us.

At this stage you should carry out the necessary safety audit checks with your safety auditor. Any changes to the design can be done before you submit your proposals to us for a Stage 1 Technical Assessment.

From experience we find that this speeds up the overall process by enabling you to manage the safety audit process to fit in with your programme timetable.

If your scheme requires planning permission, carrying out the safety audit before submitting your application will avoid possible delays and refusals where there is a lack of information or a lack of understanding of your scheme proposals.

Our customer service standards for dealing with Technical Assessments are included in the Customer Service Standards section.

2. Detailed Design

When you have obtained Stage 1 Technical Assessment approval you can then submit the detailed design for Stage 2 Technical Assessment. Again it will help if you discuss with us, before submitting the detail design, any changes you have made from the outline stage.

Our customer service standards for dealing with Technical Assessments are included in the Customer Service Standards section.

You may wish to submit a combined Stage 1 and Stage 2 Technical Assessment package for some smaller schemes. We are happy to talk to you about what is best for your scheme and what you need to do in this case.

Customer service standards for Stage 2 Technical Assessments will apply to any combined submission.

We have produced a checklist to help you with the information required at this stage and you can find a copy in the Checklists section.

3. As-built

When you have completed your scheme you will need to arrange for a final Stage 3 Technical Assessment to be carried out, to check if the final works are safe and that any comments raised at the Stage 2 part of the process have been dealt with satisfactorily.

You must arrange with us to carry out an inspection before the scheme starts the maintenance period, which is usually 12 months from when we issue you with the Part 2 or Second Certificate.

During the maintenance period the roads become public highways open to the public, however you remain the street manager and responsible for any maintenance until we adopt the road.

If there are no problems with the works at the end of the maintenance period we will issue you with a Final Certificate. The Final Certificate signifies that we have adopted the road and will maintain it at public expense.

Both you and the Surety have no further responsibilities when the road is adopted.

There is a checklist of actions and documentation that you will need to send to us so that the adoption process can commence. You can find this information in the Checklist section.

To ensure your scheme meets the standards and is adopted speedily it is important that you send in all the necessary documents on time.

The customer service standards for dealing with adoptions are included in the Customer Service Standards section.

4. Post adoption

We carry out a Stage 4 Technical Assessment and safety audit after the road has been adopted and you will not be involved in this unless there are very serious safety issues that have not been picked up previously.

These audits help us identify good design solutions that may be included in this document to help you and others in the future.

Information on the Process.

Process Documents

Technical Assessment Package

- Checklists
- Stage 1
- Stage 2
- Stage 3

S38: Agreement Certificates

Part 1 Certificate

On completion of all works shown in Part 1 of Schedule of the agreement.

Part 2 Certificate

On completion of all works remaining after Part 1 Certificate has been issued.

Final Certificate

On completion of any remedial works at the end of the maintenance period.

Notes on Issue of Certificates

Part 2 Certificates will only be issued after

- any 'Provisional Certificate' under a Section 104 agreement of the Water Industry Act 1991 has been issued for sewers under the highway or linked to the highway drainage system.
- Any highway landscaping has become fully established and has been maintained during the maintenance period.

Part 1 and Part 2 Certificates can be issued for sections of the works to assist you and you must discuss this with us as soon as possible.

The final certificate can only be issued where the road links into either an adopted highway or a road subject to a separate S38 agreement, and after a Part 2 Certificate has been issued for that road.