

Return this form to:      Development Implementation  
Department of Environment & Community Services  
South Gloucestershire Council  
PO Box 299, Kingswood Civic Centre,  
High Street, Kingswood, BS15 0DR  
For the attention of David Buckland

## **APPLICATION FOR A HIGHWAY ADOPTION AGREEMENT**

I/We hereby make application to South Gloucestershire Council to enter into a Highway Adoption Agreement.

I/We hereby undertake to complete expeditiously all matters in my/our control toward the completion of the Adoption Agreement, which I/we wish to enter into at the earliest opportunity.

I/We confirm that I/we either own or have rights over the land outside the highway boundary required for the Works that are the subject of this application and I/We are able to supply HM Land Registry Official Copy to this effect.

I/We agree to make a non-returnable payment of £1000. I/We agree that the acceptance by the Council of this payment does not give rise to any obligation on the part of the Council other than to consider this application. I/We understand that the amount of this deposit will be deducted from the amount of administration and inspection fees due payable upon completion of the relevant Highway Adoption Agreement.

I/We hereby agree to pay immediately upon request the Administration and Inspection charges identified. These charges reflect the cost of constructing the highway and ancillary works in line with South Gloucestershire Council's current schedule of rates. Any costs of Stopping Up and/or other applicable Orders will be paid in line with the terms of the Highway Adoption Agreement.

Signed on behalf of the Applicant:	
Company Name:	
Position in the Company:	
Date:	

[www.southglos.gov.uk/roadadoption](http://www.southglos.gov.uk/roadadoption)



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See over

PLEASE COMPLETE ALL NON-SHADED AREAS BELOW:

<b>THE DEVELOPMENT:</b>	
LOCAL PLANNING AUTHORITY REFERENCE FOR DEVELOPMENT:	
DESCRIPTION OF THE WORKS:	
LOCATION OF WORKS, INCLUDING NAME OF: (A) TOWN OR VILLAGE; (B) PARISH	
NAME OF DEVELOPMENT:	
PHASE NAME/NO. (IF APPLICABLE):	
<b>LAND OWNERSHIP DETAILS:</b>	
<i>IF DIFFERENT TO DEVELOPER</i>	
NAME & CONTACT DETAILS OF ALL LANDOWNERS: (WHERE THE LANDOWNER IS A FIRM, PLEASE STATE SEPARATELY THE FULL NAME AND ADDRESS OF EACH PARTNER AND THE NAME OF THE FIRM)	
LANDOWNER'S/DEVELOPER'S ADDRESS FOR CORRESPONDENCE (INCLUDING REFERENCE):	
ADDRESS OF LANDOWNER'S/DEVELOPER'S REGISTERED OFFICE IF THE LANDOWNER/DEVELOPER IS A LIMITED COMPANY:	
<b>SURETY DETAILS:</b>	
FULL NAME OF THE PROPOSED SURETY (WHICH SHOULD BE ONE OF THE MAJOR CLEARING BANKS OR AN INSURANCE COMPANY WHICH IS A MEMBER OF THE BRITISH INSURANCE ASSOCIATION OR OTHER SURETY APPROVED BY THE COUNTY COUNCIL):	
ADDRESS OF SURETY'S REGISTERED OFFICE (USUALLY THE HEAD OFFICE) AND REFERENCE (IF APPLICABLE):	
ADDRESS FOR CORRESPONDENCE WITH SURETY (USUALLY THE BRANCH OFFICE) AND REFERENCE:	



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<b>SOLICITORS DETAILS:</b>	
IF THE DEVELOPER/LANDOWNER INTENDS TO INSTRUCT SOLICITORS, PLEASE GIVE THE FULL NAME AND ADDRESS OF THE FIRM TO BE INSTRUCTED	
SOLICITOR'S REFERENCE AND/OR NAME OF INDIVIDUAL SOLICITOR DEALING AND HIS OR HER EMAIL ADDRESS	
<b>LAND REGISTRY DETAILS</b>	
ENCLOSE UP TO DATE OFFICIAL COPIES AND FILED PLAN IN RESPECT OF THE LAND THE SUBJECT OF THE PROPOSED AGREEMENT (IN ACCORDANCE WITH GENERAL CONVEYANCING PRACTICE, I CONFIRM THAT THESE OFFICIAL COPIES AND FILED PLAN ARE NO OLDER THAN SIX MONTHS)	
<b>SECTION 104 AGREEMENT (WATER INDUSTRIES ACT) DETAILS</b>	
PLEASE CONFIRM STATUS OF SECTION 104 AGREEMENT	
<b>PAYMENT DETAILS</b>	
CONTACT NAME AND BILLING ADDRESS FOR INVOICE TO BE RAISED	

**CHECKLIST:**

**You should ensure that attached to this application form are the following:**

- A full Technical design Submission as outlined in the latest version of the SGC Adoptions Guide Document
- 1 set of paper documents including all drawings and reports, plus 1 disc with the same in PDF format
- Land Registry details (do not write "to follow", if these are not available please provide the date upon which the Official Copy can be expected)

Issue: October 2015



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