



Instructions for applying for a 'Short Form' Section 278 Agreement under the Highways Act 1980

This document contains the instructions that an applicant will need to follow in order to enter into a Short Form S278 Agreement. Please note that these are **instructions** and not guidance, failure to follow these instructions will result in the application being returned.

All the information required to commence the Short Form Section 278 process must be sent to: highwaysdevelopment.management@cambridgeshire.gov.uk

The applicant is advised to carefully read this document to ensure compliance with the requirements of the Highway Authority.

In Cambridgeshire the Highway Authority operates a Short Form 278 Agreement system for simple works within the public highway, up to a value of approximately £50,000. As the Short Form Agreement avoids the requirement for legal input for schemes of such a scale the process is considerably faster than entering a conventional S278 Agreement.

The existing Short Form Agreement has been reviewed by Pathfinder Legal Services and due to the nature of the agreement the Highway Authority will not accept any amendments to the document. If the wording of the Short Form Agreement is in any way unacceptable, then the applicant will have to enter into a conventional S278 Agreement with the resultant increase in timescale and expenditure.

A Short Form 278 Agreement cannot be used where additional land is to be dedicated as highway maintainable at the public expense nor where the provision or alteration of any traffic signals are required, or where formal Road Safety Audit is required.

In order to progress a Short Form 278 the following will be required:

1. The completed application form found in Appendix 1. The document must be returned as a Word document (PDF's are not acceptable).
2. Two copies of a plan, at a true scale of not less than 1:500, showing the extent of the works within the adopted public highway shaded green.
3. Two Copies of a plan showing the proposed works, at a true scale of not less than 1:500, showing the layout of the proposed works, levels showing

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the direction of fall and gradient, all exiting street furniture and all inspection chamber covers.

4. Two copies of a drawing showing the construction specification for the proposed works. Works within the adopted public highway must comply with the Highway Authority's Housing Estate Road Construction Specification (HERCS) a copy of which may be downloaded free of charge from:

http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/115/highways_development

5. The County Council will not accept the installation of non-passive private apparatus within the adoptable highway, without the prior written consent of the Engineer.
6. The estimate for the value of the works within the adopted public highway. A breakdown of these costs must be provided (a lump sum figure will not be acceptable). At the minimum the estimate must be in the form of a bill of quantities, identifying the areas of materials to be laid, the volume of excavated material, number of gullies, lamp columns etc., the elements for welfare facilities (the use of on-site facilities will not be acceptable) and traffic management.
7. If the works require any additional street lighting, relocation of an existing street light, the replacement of an existing street light or any works to any electrical equipment within the adopted public highway, then the applicant will need to complete the attached street lighting application form (enclosed at Appendix 2). All relevant sections shown in red must be completed by the applicant. The document must be returned as a Word document (PDF's are not acceptable).
8. An electronic version of the drawings and all other information required must be provided. Please note due to restricted nature of the file name and path available to Highway Authority staff, the length of the name of any file submitted must not exceed 50 characters, including numerals, symbols and spaces.

The applicant must allow a period of 8 weeks to receive a response in respect of any technical submission or re-submission.

9. A cash deposit (please note not a bond) for the full value of the works within the adopted public highway. This will be refunded twelve months after the works have been completed, assuming there are no remedial works outstanding.

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10. A non-refundable inspection fee of 8.5% of the value of the works within the adopted public highway or £500.00 whichever is the greater.

The Highway Authority will invoice the applicant for the agreed value of the cash deposit and the Inspection fee. The applicant must complete the sections shown in green on the invoice request from found in Appendix 3. The document must be returned as a Word document PDF's are not acceptable).

11. Once all of the above have been agreed the short Form 278 Agreement can be usually issued within 10 working days.

Following the issue of the Short Form 278 Agreement the applicant or their contractor may book road space and start work. Details of the road space booking procedure can be found at:

http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/109/highways_licences_and_permits

(The specific link is about half-way down the page).

12. Please note that the Street Works Team does not accept preliminary bookings and the Short Form 278 Agreement must be in place prior to booking road space.
13. Watercourse Management - If the works require any operations within a watercourse, it is essential to contact the relevant flood risk management authority to obtain the necessary consent before starting the work, otherwise such operations may be in breach of the law. Please refer to this web page for further information;
<https://www.cambridgeshire.gov.uk/business/planning-and-development/flood-and-water/watercourse-management/>
14. The County Council will not accept the installation of non-passive private apparatus within the public highway, without the prior written consent of the Engineer.
15. The Highway Authority reserves the right to impose on a Developer a suitable commuted sum for extra costs associated with using materials within the adoptable public highway that do not form part of this specification, that result in a greater maintenance burden, or areas over and above those considered necessary for the effective operation of the highway. Commuted sums shall be calculated in accordance with the adopted County Council Policy.

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Check List of documents:

Document	Provided
Completed Application Form (Appendix 1)	
Completed Street Lighting Brief Request Form (Appendix 2)	
Completed Invoice Request Form (Appendix 3)	
Planning Application Reference number which approved the works	
Plans showing the extent of the works within the adopted public highway shaded green	
Plans of the layout of the proposed works	
Drawings showing the construction specification for the proposed works	
An estimate for the value of the works within the adopted public highway	
Copy of the approval of LLFA for works to watercourse (if the works affects a watercourse)	
Copies of the site investigation/soils report to justify the design CBR used	
GA showing location and nature of utilities/ statutory undertakers' apparatus	

Application for road agreement – Highways Act 1980

Short Form 278

Development Details

Planning Permission Reference No./...../.....
Parish
Location
.....
Proposed works

Developer Details

Company Name:
Address:
.....
Contact Name:
Telephone No E-Mail.....

Agent Details

Company Name:
Address:
.....
Contact Name
Telephone No E-Mail.....

Highway Development Management
Request Form – Street Lighting Design Brief

Development Details:	
Development/Road Name:	
Parish:	
Location:	
G59/ S278 Number:	
Agreement type (Section 38, Section 278 etc.)	
Developer details:	
Company Name:	
Address:	
Contact Name:	
E-mail:	
Plans and Drawings (PDF version) to be supplied	Drawing numbers/details:
<ul style="list-style-type: none"> • One copy of the detailed layout approved by the Local Planning Authority. • 1:2500 Site location plan • One copy of site layout drawing - 1:500 scale to show all dwellings, vehicular accesses, and adoptable footpaths. Drawing that will form the basis of the agreement dedication plan. 	
If appropriate/known - information for affected existing street lighting assets (S278/106): Street Lighting asset information available at: https://my.cambridgeshire.gov.uk/mycambridgeshire.aspx	

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Asset type:	Asset number:	Location:
Street Lighting Columns		
Illuminated Road Traffic Signs:		
Feeder Pillar (Electrical supply point):		
Illuminated Traffic Bollard		
Zebra Crossing beacons and posts:		
Centre Island column and beacon (White globe):		

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Appendix 3

Income Invoice Request - (Accounts Receivable)

Order Manager:

Date:

For the attention of

Customers Order Number

Description for Invoice **HDM File: G59.1111 Developer: Smith & Co Site: Anywhere**
50% S38 Fee: 30001546 HWP J6605-01: £
50% S278 Fee: 30001546 HWP J6607-01: £
Planning Income: 30001546 HWP J6650-01: £
SF278 Deposit: 30003410 Z1003: £
S278/ S38 Deposit: unique code acquired: £
Commuted Sum: unique code acquired: £

Customers Name:

Customers Address & Telephone Number:

Invoice Value: Cost Centre/ Costc

Vat

Total Product/ Subjective

Send to: MID.OrdersandMeeting@cambridgeshire.gov.uk

Business Support Use Only

Project No/Costc..... Sales Order.....

Date: Invoice No:.....