



Construction Consent Application

CC1

APPLICATION TO ROADS AUTHORITY FOR CONSTRUCTION CONSENT TO CONSTRUCT OR EXTEND A ROAD

To be completed in accordance with the provisions of the Council's (as Local Roads Authority) standards by any person wishing to construct or extend a road irrespective of whether or not it is to be subsequently maintained by the Roads Authority

1 I/We (insert full name and address of applicant)

apply under Section 21 of the Roads (Scotland) Act 1984 for Construction Consent for the (state nature of operation, e.g. new construction or extension of existing road)

at (insert address of site)

of which I am/we* are (state interest in land, e.g. owner, tenant)

all in conformity with the plans, detailed drawings and specification submitted herewith and doquetted and signed as relative herto.

2 I/we* hereby declare that no other party has an interest in the land. The attached form CC2 details all other parties having an interest in the land*

Signed (Applicant)

Name

Date

* delete as appropriate

For Office Use Only

| | |
|--------------------|--|
| Reference Number | <div style="border: 1px solid black; width: 250px; height: 20px;"></div> |
| Received | <div style="border: 1px solid black; width: 250px; height: 20px;"></div> |
| Objections | <div style="border: 1px solid black; width: 250px; height: 20px;"></div> |
| Objections Cleared | <div style="border: 1px solid black; width: 250px; height: 20px;"></div> |
| CC Granted | <div style="border: 1px solid black; width: 250px; height: 20px;"></div> |

| | |
|----------------------|--|
| Work Commenced | <div style="border: 1px solid black; width: 250px; height: 20px;"></div> |
| Work Completed | <div style="border: 1px solid black; width: 250px; height: 20px;"></div> |
| Start of Maintenance | <div style="border: 1px solid black; width: 250px; height: 20px;"></div> |
| Adopted as Public | <div style="border: 1px solid black; width: 250px; height: 20px;"></div> |



Docquets of Service

CC2

Reference Number:

For office use only

1 I/We certify that on *(insert date)*

day of

20

a notice of the lodging of this application has been served by the applicant upon the undernoted proprietors being the owners of all lands or heritages fronting, abutting or comprehended in the proposed new road or extension of the existing road and further certify that such notice contained an intimation that plans and other relevant particulars could be examined at the office of the Roads Authority located at

and that objections to the application should be lodged with the Roads Authority within Twenty-eight days from the date of the notice.

Signed
(Applicant or Agent)

Name

Address

Date

List of proprietors referred to

Name

Address



Notice of Service

CC3

Reference Number:

For office use only

1 Notice for service on owner of land fronting, abutting or comprehending in new road or extension of existing road

Roads (Scotland) Act 1984 Notice under Section 21 (2) of application for Construction Consent

Proposed Road Construction at

a

Take notice that application is being made to

b

by

c

for construction consent by

d

If you wish to make representations about the application you should make them in writing not later than

e

to the Roads Authority office

f

Signed

On behalf of

Date

Notes

- a *Insert address or location of proposed road construction*
- b *Insert name of authority*
- c *Insert name of applicant*
- d *Insert description of proposed road construction*
- e *Insert date 28 days later than the date on which the notice is served*
- f *Insert address of Roads Authority office at which the application is being lodged*



Construction Consent Application

CC4

Reference Number:

For office use only

CONSTRUCTION CONSENT TO CONSTRUCT OR EXTEND A ROAD

Construction Consent by

(insert name of authority) (hereinafter referred to as the "the Council")

as to the construction/extension of roads in connection with the

The Council, acting under and by virtue of Section 21 of the Roads (Scotland) Act 1984 hereby grant construction consent as follows

The Council Grant authority to

(insert name and address of the applicant)

for roadworks in connection with

(insert name and address of the site)

In accordance with

- a the plans submitted to and approved by the Council which plans are docqueted and signed by the Roads Authority as relative hereto
- b the particulars set forth in the schedule annexed and signed as relative hereto and
- c the relative provisions of the said Roads (Scotland) Act 1984, on the following condition(s):

i) All works are to be completed within a period of years months from the date of this consent.

ii)

iii)

iv)

Signed
(Roads Authority)

Date

Schedule referred to:

Road Description *(this may be done by reference to plan)*

Length



Footpath Agreement

CC5

Reference Number:

For office use only

AGREEMENT TO TAKE OVER FOOTPATH(S) ASSOCIATED WITH DEVELOPMENT

(to be completed only in respect to footpath(s) which will subsequently be maintained by the Roads Authority)

Agreement in terms of Section 18 of the Roads (Scotland) Act 1984 between ¹

(hereinafter referred to as "the Council") and ²

of ³

(hereinafter referred to as "the developer")

Whereby the footpath(s) constructed by the Developer in accordance with

Construction Number:

granted by the Council on ⁴

as set forth in the Schedule annexed and signed as relative hereto will, following their satisfactory completion, be added to the Council's list of public roads.

Provided that, should the developer fail to complete the said footpath(s) to the satisfaction of the Council within a period of ⁵

from the date of this Agreement, the Council may itself complete the footpath(s) and recover from the Developer such expenses as are reasonably incurred in so doing.

Signed
(Roads Authority)

Date

Signed
(Developer)

Date

Schedule referred to:

Footpath Description *(this may be done by reference to plan)*

Length

Notes

- ¹ *Insert name of authority*
- ² *Insert name of applicant*
- ³ *Insert address of applicant*
- ⁴ *Insert date construction consent granted*
- ⁵ *Insert period for completion*



Adoption Certificate

CC6

APPLICATION BY A DEVELOPER FOR THE ADDITION OF ROAD(S) AND/OR FOOTPATH(S) TO THE ROADS AUTHORITY'S LIST OF PUBLIC ROADS

I/We (insert name of applicant)

of (insert address of applicant)

apply

1* under section 16(2) of the Roads (Scotland) Act 1984, in respect of the road(s) listed in Schedule A annexed and constructed in accordance with

Construction Number:

granted to me/us* on

and/or

2* under section 18(1) of the Roads (Scotland) Act 1984, in respect of the footpath(s) listed in Schedule B and the Agreement annexed and constructed in accordance with

Agreement Number:

dated

for the addition to the Roads Authority's list of public roads of the said road(s)* and/or footpath(s)* all as shown in colour on the plan(s)* submitted herewith and docqueted and signed as relative hereto

Signed
(Applicant)

Date

* delete as appropriate

Schedule A referred to:

Road Description (this may be done in reference to a plan)

Length

Schedule B referred to:

Footpath Description (this may be done in reference to a plan)

Length

For Office Use Only

Reference Number
Received

Adoption Inspection
Added to list



Road Bond

CC7

Reference Number:

For office use only

We,

*Name of
Bank etc.
Guarantee
Finance*

CONSIDERING THAT

Developer

has been granted Construction Consent Ref

No. Dated

by the

(enter Council Name) (hereinafter referred to as the Council)

as local Roads Authority in terms of Section 21 of the Roads (Scotland) Act, 1984 for the construction of a private road(s) or part thereof in connection with

Development

all as is more fully detailed in the said Construction Consent and the plans and Schedule relative thereto, considering further that the estimated cost of constructing the said private road(s) or part thereof in accordance with the said Construction Consent and others is

Sum of Money

and that the said *(Developer)*

has requested us to grant security for such sum to the said Council by means of a bond in terms of the Security for Private Works *(Scotland)* Regulations 1985, do hereby as cautioners and sureties bind and oblige ourselves and our successors to pay to the said Council and its successors or assignees, on receiving from the said Council a demand in writing, such sum not exceeding

Sum of Money

which the said Council states in the said demand to be the costs incurred by it in construction, or rectifying defects, in the said private road(s) or part thereof in accordance with Regulation 13 of the said 1985 Regulations: and we consent to the registration hereof for preservation and execution: **IN WITNESS WHEREOF**



Instructions;

Construction of private road(s) shall not commence until you have provided the Council with financial security for an amount of

£

Being sufficient to meet the cost of construction/completing the construction of the road(s) in accordance with the Construction Consent, in terms of the "Security for Private Roadworks (Scotland) Amendment Regulations 1998".

The Road Bond should be signed by an authorised signatory on behalf of the guarantor (*who is normally the bank, building society or insurance society*) and the signature should be witnessed by two witnesses. Please note that you should advise me of the date that the bond was signed.

To enable you to lodge your security I enclose the following documents.

- a. One copy of form CC7 to be completed and returned to this office with your security.
- b. One copy of the "Cautionary Obligation" in favour of

(enter Council name)

If you intend to lodge your security in the form of a bond you may use this document.

- c. One copy of "Directions for Signing Deeds" incorporation a signing schedule which you are required to complete and return with the bond.
- d. One copy of guidance note for developers.



**Roads (Scotland) Act 1984
Security for Private Road Works (Scotland) Amendment Regulations 1998
Guidance notes for developers**

In terms of Section 17 of the Roads (Scotland) Act, 1984 and the Security for Private Roadworks (Scotland) Amendment Regulations 1998 you, as a developer, are required to make financial provision with the Council, as Local Roads Authority in order to safeguard the completion of housing development roads which are the subject of a Construction Consent. Such provision, as required by the Regulations, may take the form of a Road Bond or deposit and this will serve to protect prospective house purchasers from having to bring incomplete roads up to adoptable standards.

You are unable to commence building works adjacent to any road permitted by a Construction Consent until you have met the requirements of the above regulations which came into effect on 1st April 1986.

In terms of Regulation 6, the security shall be an amount sufficient to meet the cost of constructing or completing the construction of the said roads. Also to calculate the amount of that security by objective estimating and negotiation.

In terms of Regulation 5, that security shall be either a bond in favour of this Council or a cash deposit of a sum equating to that security. Such bond or deposit shall be lodged with the Council at the office where your construction consent was issued.

In terms of Regulation 16, any person who carries out building works in contravention of these regulations shall be guilty of an offence. It would, therefore, be in your interests to make early contact with the Local Roads Authority, who will be able to advise you fully on these procedures. Copies of form CC7 should be completed and returned with the security. Copies of the regulations are also available for inspection at the office of the Local Roads Authority.



Road Bond

CC7

DIRECTIONS FOR SIGNING DEEDS

Before signing, please read carefully

Every Party to the deed must sign on the (*insert page*) including the inventory and plan, if any, with his or her usual signature where his or her initial are marked in pencil.

Each Witness to the execution of the deed requires to sign on the (*insert page*) at the pencil mark X, adding after his or her signature the word "Witness". Two witnesses are required to the signature of each party, but provided parties sign at the same time, the same persons may witness all the signatures and only require to sign once.

The witnesses must be above fourteen years of age. They should know the parties whose signatures they are witnessing personally or at least have credible information as to their identity. No person interested in the deed should act as a witness, and one spouse should not be a witness to signature the other.

The parties must not insert any blanks in the Deed.

When the Deed is signed the subjoined Schedule should be filled up in BLOCK LETTERS and returned along with the Deed. The schedule may be filled up by anyone. A female witness should state in the Schedule whether she should be styled Mrs, Ms or Miss.

SCHEDULE to be filled up and returned

| Name of Party Signing | Place where Signed | Date of Signing | Full Name (<i>including middle Names, if any</i>). Occupation, and Address of First Witness | Full Name (<i>including middle Names, if any</i>). Occupation, and Address of Second Witness |
|-----------------------|--------------------|-----------------|---|--|
| | | | | |
| | | | | |
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| | | | | |



Carriageway Design Certificate

CC8

Reference Number:

For office use only

Project

Description of roads

Location and other details

Soils - CBR

%

Chainage Limits

to

Source document(s)

date

Traffic Information - ADT

at opening
year

%
commercial

Source document(s)

date

Design 1 - way AADT
commercial

initial

final

Life

years

Damage Factor

n/2

MSA

(Cum total)

Technical reference(s)

Thickness of layers in possible construction - (Clause no) mm

| | | | | |
|----------------|--|--|--|--|
| Surface course | | | | |
| Binder course | | | | |
| Base | | | | |
| Sub-base | | | | |
| Capping layer | | | | |
| Total | | | | |

Designed by

Date

Checked by

Date



Construction Consent Process Checklist

CC9

Reference Number:

For office use only

Developer

Scheme

Submitted Drawings



Construction Consent Process Checklist

CC9

Reference Number:

For office use only

| | Yes | No |
|--|-----|----|
| Design Audit (including Stage 2 Road Safety Audit) supplied? | | |
| Ground Investigation and Geotechnical Design Reports supplied? | | |
| Do reports specifically relate to the proposed roads? | | |
| Have the Structures Technical Approvals Procedure being completed? | | |
| Street lighting and signing proposals supplied? | | |
| Drainage / SUDS schedule supplied? | | |
| Construction Consent Application (CC1) Form submitted? | | |
| Docquets of Service (CC2) Form supplied? | | |
| List of individual drawings submitted? | | |
| Location Plan supplied? | | |
| Layout Plan supplied? | | |
| Longitudinal Section supplied? | | |
| Cross Section supplied? | | |
| Road Bond (CC7) Form supplied? | | |
| Carriageway Design Certificate (CC8) Form submitted? | | |

**Development and Regeneration Services Privacy Statement for Planning and Building Standards
Statutory Functions under the Town and Country Planning (Scotland) Act 1997,
Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982
and related legislation.**

Who we are?

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by phone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to carry out our statutory functions under the Town and Country Planning (Scotland) Act 1997, Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982 and related legislation. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council and necessary for compliance with a legal obligation to which the council is subject.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We also in some cases need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Personal data you have provided will also be made available online as required to allow us to carry out our statutory functions under the Town and Country Planning (Scotland) Act 1997, Building (Scotland) Act 2003, Licensing (Scotland) Act 2005, Civic Government (Scotland) Act 1982 and related legislation. We may also share your personal data which you have provided with other statutory bodies and consultees.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our website at www.glasgow.gov.uk/rdds or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - our use of your personal information is contrary to law or our other legal obligations.
- **Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.
- **Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact them in relation to the application you have made or in carrying out the related planning or building standards function. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745 or Visit their website for more information at <https://ico.org.uk/concerns>.

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the complaints procedures in place at <https://www.glasgow.gov.uk/complaints>.

More information

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

