For a Roads Construction Consent (RCC) application to be accepted, the following checklist must be fully completed. All items must be submitted unless there is a specific reason why it does not form part of the RCC application, in which case an explanation will be required in the Notes section. Submissions viewed to be incomplete by Roads Development shall be returned. All of the items on this list are required in accordance with Aberdeenshire Council Standards for Roads Construction Consent and Adoption (ACSRCCA). References to specific sections refer to the ACSRCCA unless otherwise stated. For access to the ACSRCCA and all relevant forms please click [here](http://www.aberdeenshire.gov.uk/roads-and-travel/roads/new-developments/).

|  |
| --- |
| **Development Name:****Applicant name:** **Agent name/ contact:****RCC Number:**  |

| **Submission Document** | **Applicant to complete** | **RCC Drawing Number – Where Applicable** | **Notes** | **AC use only** | **AC Use Only - Date of Acceptable Submission** |
| --- | --- | --- | --- | --- | --- |
| **Submission Forms** ( ref: [New Road Developments Link](http://www.aberdeenshire.gov.uk/roads-and-travel/roads/new-developments/) ) |
| **Completed CC1 form**  | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **RCC Construction Drawings Register** | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Completed Road Bond Estimation RB1 Form** *(note: Applicants must submit a road construction value together with supporting evidence (e.g. priced B of Q estimated rates) and completed area values requested on form. The final bond value will normally be based on this submission but may be subject to additional checks**and adjustment by AC. RB1 Forms available from Roads Development teams on request.* | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Drawings** |
| **Roads Construction Details** (Part 3, Pg. 122-147) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Street Lighting** (Sec.32.2, pg.142) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Structures** (Sec.4.63, pg.13) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Utility Drawings** (Sec. 27.12, Pg.114) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Consultation Certificates** (Sec. 1.4/4.9 Pg. 2, 3 & 11, Appendix A Pg. 158) |
| **Scottish Water** (Sec.4.4, pg.12) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **SEPA** (Sec.4.63, pg.12) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **The Firemaster** (Sec.1.3,pg. 2, Traffic Calming measures APP A, p158) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Chief Ambulance Officer**(Sec.1.3, pg. 2 Traffic Calming measures APP A, p158) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **The Chief Constable** (Sec.1.3, 27.8 pg. 2, 113, Traffic Calming measures APP A, p158) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Certificates** |
| **Design Certificates** (App. B, Pg.160)  | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Confirmation of Designer** (App. B, pg.161) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Check Certificate** (App. B, pg.162) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Road Safety Audit Certificate** (App. B, pg.163 | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Audits** |
| **Street Engineering Review and Quality Audit** (Ref [Designing Streets](http://www.gov.scot/Publications/2010/03/22120652/0), *pages 57 & 58 http://www.gov.scot/Publications/2010/03/22120652/12*) *Note: A valid Quality Audit may be considered in place the following RCC audits/access statement requirements listed below, when audit elements are included, provided it is based wholly on latest RCC drawings submitted with this application.*  | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Stage 2 Road Safety Audit with Designers Response** (Sec. 4.7, Pg. 13 & Sec. 38.9, Pg. 156) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Access Statement** (Sec. 38.4-38.8, Pg.154-156) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Cycle Audit** (Sec. 22, Pg. 90-94) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Location Plan** |
| **Location Plan** (Sec. 4.3 (a), Pg. 10) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Layout Plans** |
| **Layout Plan** (Sec.4.3(b), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Building and Kerb Lines** (Sec.4.3(b)(i), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Curve Radii** (Sec.4.3(b)(ii), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Visibility Splays** (Sec.4.3 (b) (iii), Pg.11) – Note: property boundary wall and fence heights must be clearly indicated/ labelled on relevant dwgs. | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Vehicular Accesses** (Sec.4.3(b)(iv), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Pedestrian Crossing Points** (Sec.4.3(b)(v), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Cycle Crossing Points** (Sec.4.3(b)(vi), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Gully Locations** (Sec.4.3(b)(vii), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Drainage System Locations** (Sec.4.3(b)(viii), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Location and Type of Lighting** (Sec.4.3(b)(ix), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Service Corridor and Ancillary Apparatus** (Sec.4.3(b)(x), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Cut and Fill Slopes** (Sec.4.3(b)(xi), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Adoption and Maintenance Boundaries** (Sec.4.3(b)(xii), Pg.11) – Adoption areas colour shaded see guidance note | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **The layout and specification of all road markings, signs, street name plates and traffic signals including supports and foundations** (Sec.4.3(b)(xiii), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Precise Site Limits** (Sec.4.3(b)(xiv), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Ground Floor Levels** (Sec.4.3(b)(xv), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Details of SUDS System** (Sec.4.3(b)(xvi), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Driveway Gradients** (Sec.4.3(b)(xvii), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Driveway visibility splays** (sec 25.3 Pg. 102) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Traffic Calming Measures** (Sec.4.3(b)(xviii), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Landscaping Layout** (Sec.4.3(b)(xix), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Road Profiles** |
| **Road Profiles** (Sec.4.3(c), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Typical Cross Sections** |
| **Typical Cross Sections** (Sec.4.3(e), Pg.11) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Standard Construction Details** |
| **Standard Construction Details** (Part 3, Pg. 122-147, Also see current [Specification for Standards for Roads Construction Consent and Adoption Document](http://www.aberdeenshire.gov.uk/roads-and-travel/roads/new-developments/) ) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Site Investigation Information - Factual Ground Investigation Report** (Sec. 4.3 (i) Pg. 11) |
| **Soil Report** (Sec. 4.3 & 4.9 Pg. 11 & 14, Sec. 29.2 Pg. 123) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Mineral Report** (Sec. 4.10 Pg. 14) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Plan showing accurate location of all trial pits, bore holes and cores relative to current design layout** (Sec. 29.2, Pg. 123) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **General Arrangement Drawing of All Structures** |
| **Plan Showing Full Details of Structures** (Sec. 4.3(k), Pg. 12) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Technical Approval of Structures** (Sec 4.6, Pg. 13) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Details of landscaping** |
| **Plan showing details of landscaping** (Sec. 4.3(n), Pg. 12) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Drainage** |
| **Hydrological Study** (Sec. 4.5, Pg. 12) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Drainage Design Calculations** (Sec. 4.4, Pg. 12) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Overland Flow Paths** (Sec. 31.2, Pg. 136 – SUDs for Roads) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Drainage Impact Assessment** (Sec. 31.3, Pg. 136) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Pre-Approved Elements. –** The following elements must be approved by AC Roads standards Group – See contact details: and meeting dates : <http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/>  |
| **Confirmation of Roundabout Design Approval** (Sec. 18.18, Pg. 52) –  | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Controlled Crossing Design details** (Sec. 21.5, Pg. 86) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Traffic Signal Design detail -** (Sec. 21.5, Pg. 86) and 22.9 pg. 92 | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Miscellaneous** |
| **Speed Limit Assessment** (this will be required for reducing/amending speed limits on existing roads, to be discussed and agreed in advance with RCC Engineer) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Controlled Crossing Assessment** (Sec. 21.5, Pg. 86 – RCC Engineer can advise of PV² Procedure and policy) Note: All Controlled crossing proposals must be justified in line with assessment policy and must be approved by AC Roads standards Group – See contact details: and meeting dates : <http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/> | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Road Restraint System Assessment** (Sec.28.11, Pg. 118) – Note UK roads liaison group risk based assessment (“Provision of Road Restraint Systems for Local Authorities”) if followed correctly, will be acceptable in terms of submission. Please refer to:-<http://www.ukroadsliaisongroup.org/en/guidance/general-guidance.cfm> | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Section 79(1) Agreement** (Sec. 3.7, Pg. 8) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Servitude/Wayleave legal agreement areas (drainage) identified** (Sec. 4.4, Pg. 12) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Emergency Access – Legal arrangements proposed** (Sec. 28.7, Pg. 117) | [ ]  Included [ ]  Not Included  |  |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Departures from Standards from AC Standards or DMRB (if applicable) Must be identified by designers and listed in table below**  | [ ]  Included [ ]  Not Included  | See Departures table below |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |
| **Non Standard Details (NSD) (If Any)- Must be identified by designers and listed in table below** | [ ]  Included [ ]  Not Included  | See Table below |  | [ ]  Acceptable [ ]  Unacceptable | Click here to enter a date. |

|  |
| --- |
| **List of all applicable Departures from standard (as approved by AC road Standards Group)** **Departures from Standards applications – Please refer to** <http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/> |
| **Approved Departure Reference** | **Approval Date** | **Included on RCC Drawing Number** | **Description/Comments (Applicant)** | **Notes (AC Use Only)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **List of all applicable Non-Standard Details (as approved by AC road Standards Group) –** Non Standard Detail applications – Please refer to<http://www.aberdeenshire.gov.uk/roads-and-travel/roads/non-standard-details/>  |
| **Approved NSD Reference** | **Approval Date** | **Included on RCC Drawing Number** | **Comments (Applicant)** | **Notes (AC Use Only)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Guidance notes:**

**Completion of checklist**

* **All sections of checklist must be completed by applicant or their agents**- if not applicable (N/A) a brief explanation should always be included in comments section.
* Design references or relevant web links are provided in the submission document column to assist designers when completing form. If further clarification is required please contact the relevant Roads Development team (see e-mail contact details below) for further advice or guidance prior to making a formal submission.

**Banff & Buchan and Buchan Areas** (Cape House Banff) - roadsdevelopmentnorth@aberdeenshire.gov.uk

**Garioch and Formartine Areas** (Gordon House, Inverurie) - roadsdevelopmentcentral@aberdeenshire.gov.uk

**Kincardine & Mearns and Marr Areas** (Carlton House, Stonehaven) - roadsdevelopmentsouth@aberdeenshire.gov.uk

**Submission of RCC documents:**

* **Stage 1- Pre application (issued for discussion only) –** Electronic (pdf) format only, Note: a paper copy of construction drawings may be requested by RCC Engineer. Note: Pre App documents will not be retained by AC once superseded or on receipt and verification of formal RCC submission pack.
* **Stage 2- Formal RCC submission pack - initial verification stage**:

One e-mailed electronic (pdf) format of **all forms, documents and drawings listed as “included” in completed checklist submission** shall be submitted to Roads Development for verification.

Note: Checklist will be utilised by Roads Development to verify that full RCC document package is complete prior to stage 3 live submission.

* **Stage 3- Live RCC submission accepted for technical review-** Only once submission has been verified and accepted as complete by Roads Development Team (see stage 2 above) :-
	1. Send CC2 neighbour notification forms to all affected landowners.
	2. Submit paper prints **of the following documents only** (all folded to A4 size if required):

|  |  |  |
| --- | --- | --- |
| **Document** | **No of Paper copies required** | **1 print stamped returned with consent.** |
| * Completed RCC Checklist
 | **1** | No |
| * Completed original dated signature CC1 application form
 | **1** | No |
| * Design and Design Check certificates signed and dated no earlier than any related drawings submitted.
 | **1** | No |
| * Current Construction/lighting Drawings Register
 | **2** | **Yes** |
| * Proposed Layout Plan, showing areas proposed for Adoption colour coded as follows:

 C/way –**Pink (pale red)**, footways paths -**Red** and, grass verge/visibility areas –**Green.** In addition any drainage wayleave areas **-Ref 4.3b (xii) pg. 11** shall be shaded **Cyan** and RSA section 83(b) areas **Yellow.** | **4** | **Yes** |
| * Construction Drawings (All drawings required for construction)
 | **4** | **Yes** |
| * Drainage drawings (Clearly showing proposed maintaining authority)
 | **4**  | **Yes** |
| * Lighting design/ drawings
 | **4 copies** | **Yes** |

Note: Typically it will take at least 35 days from Start of stage 3 (includes 28 day statutory notice period) before consent is granted, refused or put on hold pending consideration of any objection received.