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Highway Adoptions

Guidance for the preparation of
legal agreement plans

24/12/18

Highways and Infrastructure

Highways Adoptions

Guidance for the preparation of legal agreement plans

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1. Introduction

Where new roads are built by developers the developer can enter into an agreement with the council for the road to be adopted and become a 'highway maintainable at the public expense'.

As part of these agreements plans are required to show the location of the site along with the extent of works to be undertaken and the land to be dedicated as highway and adopted by the council. In addition it may be necessary to secure legal easements over third party land to ensure that the council has sufficient rights to maintain the road in the future.

This document provides guidance for developers and designers on the plans that are required for the legal agreements and what these should contain.

2. General Standards

All plans submitted as part of the Technical approval process will need to include the following information

- North Point
- Scale bar
- Title block showing detailing
 - Site name
 - Drawing title
 - Drawing number
 - Designer
 - Client
 - Plan scale (including the paper size for printing)
 - Revision Block

Plans should contain the required site extent for its purpose all on one plan and not be spread across multiple sheets.

3. Section 38 Plan Requirements

3.1. Plan A – Location Plan

This plan shows the site in relation to the surrounding area.

The plan must be taken from an up to date ordnance survey base and be of sufficient size and contain sufficient detail to enable the location of the site to be determined in relation to surrounding landmarks/development.

Plan Size	A3
Plan scale	1:1250 or 1:2500

Plan A – Location Plan		
Feature	Colour	Example
Boundary of the site	Red line	



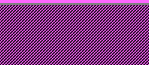







3.2. Plan B – Layout Plan

This plan shows the extent of the works to be constructed and proposed for adoption including any works on the existing highway.

The plan should include sufficient detail of the road layout and include any adoptable features within the road such as drainage, streetlights etc. The plan should also contain sufficient detail to enable the location of the road and its features to be determined in relation to the site boundary and the proposed properties, roads, paths etc adjoining it.

Plan Size	A3 to A1 (A0 may only be used where it is not possible to fit all of the site on an A1)
Plan scale	1:500

Plan B – Layout Plan		
Feature	Colour	Example
Boundary of the site	Red line	

Highway Boundary	Red dashed line	
Area to be adopted	Solid Pink	
Works within the existing highway	Solid pink with black line hatching	
Area to be adopted under the S228 process	Solid Green	
Adoptable highway surface water drainage system including gully leads and soakaways.	Dark blue line and symbols	
Non adoptable surface water drainage (SWW)	Black line and symbols	
Highway structures (each structure to have unique reference)	Orange Line with identification letter at either end	A  B
Streetlights (each streetlight to have unique reference)	Purple symbol with identification number	 SL01
Street nameplate	Black asterisk	*
Traffic signs	Black symbol	
Extent of Easement	Solid Yellow	

3.3. Plan C – Easement Plan







This plan shows the area required outside of the adoptable area in order for the highway authority to maintain any adoptable highway features such as drainage and streetlights.

The easements shall include for a safe and suitable access route to the asset along with sufficient working space for the maintenance and replacement of the asset. The easement plan will need to contain sufficient detail to enable the location of the easement to be determined in relation to surrounding landmarks/development.

Please note that where easements are required it is the applicant’s responsibility to ensure that these are secured in the approved format prior to the land being sold to a third party. Provisions in the transfer documents will not be accepted.

Plan Size A3 (Recommended)
Larger size plans may be accepted up to A1 where required

Plan scale 1:500

Plan C – Easement Plan		
Feature	Colour	Example
Adoptable highway surface water drainage system including gully leads and soakaways.	Dark blue line and symbols	
Non adoptable surface water drainage (SWW)	Black line and symbols	
Highway structures (each structure to have unique reference)	Orange Line with identification letter at either end	A  B
Streetlights (each streetlight to have unique reference)	Purple symbol with identification number	 SL01
Street nameplate	Black asterisk	*
Traffic signs	Black symbol	
Extent of Easement	Solid Yellow	




3.4. Plan D – Extent of Land to be Adopted by S228

This plan shows the area to be adopted under S228 of the Highways Act 1980.

The plan should contain sufficient detail to enable the location of the area to be adopted under to be determined in relation to the site boundary and the proposed properties, roads, paths etc adjoining it.

Plan Size A4 (Recommended)
Larger size plans may be accepted up to A1 where required

Plan scale 1:500

Plan B – Extent of Highway Works		
Feature	Colour	Example
Boundary of the site	Red line	
Highway Boundary	Red dashed line	
Area to be adopted under the S228 process	Solid Green	

4. Section 278 Plan Requirements

4.1. Plan A – Location Plan

This plan shows the site in relation to the surrounding area.

The plan must be taken from an up to date ordnance survey base and be of sufficient size and contain sufficient detail to enable the location of the site to be determined in relation to surrounding landmarks/development.

Plan Size	A3
Plan scale	1:1250 or 1:2500











Plan A - Location Plan		
Feature	Colour	Example
Boundary of the site	Red line	

4.2. Plan B – Extent of Highway Works

This plan shows the extent of the works to be constructed and proposed for adoption including any works beyond the existing highway which will be dedicated as highway.

The plan should include sufficient detail of the road layout and include any adoptable features within the road such as drainage, streetlights etc. The plan should also contain sufficient detail to enable the location of the road and its features to be determined in relation to the site boundary and the proposed properties, roads, paths etc adjoining it.

Plan Size	A3 to A1 (A0 may only be used where it is not possible to fit all of the site on an A1)
Plan scale	1:500




Plan B – Extent of Highway Works		
Feature	Colour	Example
Boundary of the site	Red line	
Highway Boundary	Red dashed line	
Extent of highway works	Solid Pink	
Area to be adopted under the S228 process	Solid Green	
Adoptable highway surface water drainage system including gully leads and soakaways.	Dark blue line and symbols	
Non adoptable surface water drainage (SWW)	Black line and symbols	
Highway structures (each structure to have unique reference)	Orange Line with identification letter at either end	A  B
Streetlights (each streetlight to have unique reference)	Purple symbol with identification number	 SL01
Street nameplate	Black asterisk	*
Traffic signs	Black symbol	
Extent of Easement	Solid Yellow	

4.3. Plan C – Area to be Dedicated

Plan showing the area outside of the existing highway which is to be dedicated as new highway. The area of the adoptable area shall be clearly stated in square metres.

Plan Size A3 to A1

Plan scale 1:500

Plan C – Area to be Dedicated		
Feature	Colour	Example
Boundary of the site	Red line	
Highway Boundary	Red dashed line	
Area to be dedicated	Solid Pink	







4.4. Plan D – Easement Plan

This plan shows the area required outside of the adoptable area in order for the highway authority to maintain any adoptable highway features such as drainage and streetlights.

The easements shall include for a safe and suitable access route to the asset along with sufficient working space for the maintenance and replacement of the asset. The easement plan will need to contain sufficient detail to enable the location of the easement to be determined in relation to surrounding landmarks/development.

Please note that where easements are required it is the applicant's responsibility to ensure that these are secured in the approved format prior to the land being sold to a third party. Provisions in the transfer documents will not be accepted.

Plan Size	A3 (Recommended) Larger size plans will also be accepted up to A1 where required
Plan scale	1:500

Plan D – Easement Plan		
Feature	Colour	Example
Adoptable highway surface water drainage system including gully leads and soakaways.	Dark blue line and symbols	
Non adoptable surface water drainage (SWW)	Black line and symbols	
Highway structures (each structure to have unique reference)	Orange Line with identification letter at either end	A  B
Streetlights (each streetlight to have unique reference)	Purple symbol with identification number	 SL01
Street nameplate	Black asterisk	*
Traffic signs	Black symbol	
Extent of Easement	Solid Yellow	



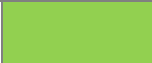
4.5. Plan E – Extent of Land to be Adopted by S228

This plan shows the area to be adopted under S228 of the Highways Act 1980.

The plan should contain sufficient detail to enable the location of the area to be adopted under to be determined in relation to the site boundary and the proposed properties, roads, paths etc adjoining it.

Plan Size A4 (Recommended)
Larger size plans may be accepted up to A1 where required

Plan scale 1:500

Plan B – Extent of Highway Works		
Feature	Colour	Example
Boundary of the site	Red line	
Highway Boundary	Red dashed line	
Area to be adopted under the S228 process	Solid Green	

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24 December 2018

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