

BEDFORD BOROUGH COUNCIL TECHNICAL CHECKLIST		SUPPLIED
Application Form and Fee		
Complete all appropriate sections of the relevant form and ensure it is signed and dated.		☐
The fee for your application will depend on what is being applied for.		☐
Drawing Issue Sheet		☐
Full Planning Permission Notice and Approved Layout Drawing		☐
Topographical Survey		
Levels and contour Plan.		☐
General Arrangement Plan		
All plans are inconsistent.		☐
Indicating the position of all carriageways, footways, footpaths, cycleways, verges, service strips, visibility splays, traffic calming features.		☐
Indicating surface and foul water drainage (including gully positions).		☐
Indicating position of dwellings (clearly detailing position of entrances, windows, porches, steps etc.).		☐
Indicating positions of street lighting, gradients of driveways, garaging and/or parking spaces with vehicular crossings.		☐
Indicating positions of traffic signs, road markings, street name plates and any structures.		☐
Site Location Plan		
At a scale of either 1:1250 or 1:2500.		☐
Based on an up to date Ordnance Survey map.		☐
North point to be clearly shown.		☐
Application site edged in red.		☐
Where possible at least two named roads should be shown.		☐
Section 38 Agreement Plan		
At a scale of either 1:250 or 1:500 or 1:1250.		☐
Areas of proposed highway roads and footpaths offered for adoption coloured brown, separate hatching.		☐
Areas of proposed verges coloured green.		☐
Street lighting, illuminates signs and bollards coloured purple.		☐
Street furniture, traffic signs and street name plates etc. coloured black.		☐
Surface water drainage adoptable by highway authority coloured red.		☐
Surface and foul water drainage adoptable by water authority under Section 104 coloured blue.		☐
Site boundary coloured red.		☐
Trees coloured dark green.		☐
Highway structures coloured black.		☐
Indicate existing buildings on and around the site.		☐
Indicate watercourses in the vicinity of the site.		☐
Indicating position of carriageways, footways, cycleways, verges, service strips, visibility splays, traffic calming features etc.		☐
Highway Stopping-Up Land Area to be coloured orange.		☐
Easement to be coloured yellow.		☐
Position of dwellings, parking spaces, vehicular crossings, road markings.		☐
Chainage every ten metres.		☐
Finished ground floor levels.		☐
Falls and cross falls of carriageway and footways.		☐
The layout of any proposed dwellings with plot numbers and driveways.		☐
Section 278 Agreement Plan		
At a scale of either 1:250 or 1:500 or 1:1250.		☐
Works within the existing highway to be coloured light blue.		☐
Works within the land that to be transferred under S278 coloured light pink.		☐
Highway Boundary on S278 plan to be dashed red.		☐
Highway Stopping-Up Land Area to be coloured orange.		☐
Street lighting, illuminates signs and bollards coloured purple.		☐
Street furniture, traffic signs and street name plates etc. coloured black.		☐
Surface water drainage adoptable by highway authority coloured red.		☐
Existing buildings on and around the site.		☐
Indicate watercourses in the vicinity of the site.		☐
Position of carriageways, footways, cycleways, verges, service strips, visibility splays, traffic calming features etc.		☐
Easement to be coloured yellow.		☐
Longsection Drawing		
At a scale 1:500 Horizontal and 1:100 Vertical.		☐
Existing and proposed levels for the centre line, chainage, channels, gradients and vertical curves with K values, horizontal schematic showing curve radii and transitions		☐
Highway drainage to be coloured red.		☐
Surface and foul water drainage profiles, positions of chambers, gradients, pipe diameters, cover and invert levels and protection.		☐
Pipe material and strength.		☐
Bedding classification and details.		☐
Ground water / watercourses levels.		☐
Cross Section Drawing		
At a scale 1:100 Horizontal and 1:50 Vertical.		☐
Proposed levels and profile in relation to existing levels.		☐

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Highway Standard Details Drawing		
At a scale 1:10 or 1:20.		☐
Typical cross sections of carriageway, footway, cycleways, ramps.		☐
Construction details indicating areas for different pavement types, planing depths, layer thicknesses and areas where special materials such as geotextiles are to be used.		☐
Kerbing and Edging details.		☐
Vehicle accesses details.		☐
Pedestrian crossing with tactiles details.		☐
Verge details.		☐
Service strip details.		☐
Tie-in detail.		☐
Build-outs detail.		☐
Shared surfaces.		☐
Gully detail.		☐
Chamber details.		☐
Pipes and bedding.		☐
SuDS features.		☐
Highway structures.		☐
Earthworks details – should detail changes in underlying material, positions of boreholes and trial pits and earthworks outline should be clearly labelled.		☐
Signs and White Lining Drawing		
At a scale of either 1:250 or 1:500.		☐
Cross sections of bollard and pole foundations.		☐
Traffic Sign and Road Marking information including areas of high friction surfacing. Sign schedules should be produced for each sign giving post sizes/foundations, mounting height, illumination and retro-reflectivity details.		☐
Landscaping Layout Drawing		
At a scale of either 1:250 or 1:500.		☐
Details for planting, trees species, size and position any existing trees to be retained tree pit details, grassed areas, fencing, walls etc.		☐
Planting strategy (areas, species, density, specifications), preparation works and soil types, details and cost of maintenance regime (horticultural management plans etc).		☐
Specialist Drawing		
At a scale 1:1250.		☐
Briges, culver, any piperwork over 600mm diameter, headwalls, retaining walls.		☐
Any other non-standard feature.		☐
Existing Statutory Services.		☐
Drairage Layout and Construction Details		
At a scale of either 1:250 or 1:500.		☐
Contoured flood routing plan to include site contours.		☐
Layout, showing existing and proposed: pipe runs (with sizes, gradients, diameters, depths, cover, backfill), manhole and gully, sizes, inverts positions and details, outfall details, backfill details, unique numbering of pipes / gullies and chambers.		☐
Sewers are positioned 1m, and manholes are 0.5m from outside edge to the kerblin.		☐
Manholes and attenuation device chambers.		☐
Storage chambers.		☐
Headwalls.		☐
Water protection zones.		☐
Sewers are positioned 1m, and manholes are 0.5m from outside edge to the kerblin.		☐
Surface Water Catchment Area Plan.		☐
Manhole schedules.		☐
Copies of Hydraulic Design Calculation to include		
Network details.		☐
Simulation results for design storm Rp, 1 in 1 RP, 1 in 2 RP, 1 in 30 RP and 1 in 100 RP plus additional climate change.		☐
Storage and attenuation devices.		☐
Soakaway infiltration system.		☐
Typical groundwater table level.		☐
Gully spacing.		☐
Discharge calculation at outfalls.		☐
Site Clearance Layout		
At a scale of either 1:250 or 1:500		☐
Including a key of items to be removed and any necessary schedules etc.		☐
Roundabouts		
At a scale of either 1:250 or 1:500		☐
Plan showing proposed levels, contours and crown lines		☐
Checklist to ensure compliance with DMRB Vol 6.2.3 TD 16/07 Geometric Design of Roundabouts		☐
Provide existing, generated and forecast turning flows for the morning and evening peak periods		☐
Provide capacity calculations for the AM and PM peak periods using ARCADY or similar		☐
Plan showing paths of least deflection with radii clearly labelled		☐
Plan showing visibility lines (to comply with DMRB Volume 6.2.3 TD 16)		☐
Plan showing pedestrian and cycling facilities through the junction		☐

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Priority Junctions		
At a scale of either 1:250 or 1:500		☐
500 plan showing proposed spot levels, contours and crown lines*		☐
Provide design checklist to ensure geometric compliance with DMRB Vol. 6.2.6 TD 42/95 – Geometric Design of Major/Minor Priority junctions		☐
Provide design checklist to ensure geometric compliance with DMRB Vol. 6.2.6 TD 41/95 Geometric Design of Vehicular Access to All-Purpose Trunk Roads (where appropriate)		☐
Provide existing, generated & forecast turning flows for the morning and evening peak periods together with capacity calculations using PICADY or similar		☐
Justification for the chosen specific layout, cross referencing procedures for determining junction type and layout detailed in DMRB Vol. 6.2.3 TD 42/95		☐
Layout of pedestrian and cyclist facilities		☐
Traffic Signal Junctions and Pedestrian Crossings		
At a scale of either 1:250 or 1:500		☐
plan on a topographical base showing signal heads, pole positions, ducting and traffic loops		☐
Provide existing, generated and forecast turning flows for the morning and evening peak periods. Provide appropriate capacity calculations for AM and PM peak periods using LINSIG or TRANSYT (where appropriate)		☐
Ensure that design complies fully with DMRB Vol 6.2.3 TD 50/99 – The Geometric Layout of Signal Controlled Junctions & Signalised Roundabouts		☐
For pedestrian crossings, design should comply with the following standards/advisory notes Advisory Leaflet – 1/02 The Installation of Puffin Pedestrian Crossings b) Statutory Instruments – 1997 No.2400- Road Traffic – The Zebra, Pelican and Puffin Pedestrian Crossings Regulations & General Directions 1997 c) Local Transport Note 2/95 – The Design of Pedestrian Crossings d) DMRB Vol.8.1.1 TA 15/07 – Pedestrian Facilities at Traffic Signal Installations e) DMRB Vol.6.2.8 TA 86/03 – Layout of Large Signal Controlled Junctions g) DMRB Vol.8.5.1 TA 68/96 – Assessment & Design of Pedestrian Crossings	a) Traffic	☐
Additional supporting documents		
Drainage Strategy		☐
Flood Risk Assessment / Flood Risk Statement		☐
Transport Assessment and Travel Plan		☐
Tree Survey/Arboricultural Report		☐
SuDS Method Statement		☐
Construction Management Plan / Phasing Plan		☐
Street lighting desing		☐
Confirmation of land dedicated / ownership		☐
Discharge consents / licenses to watercourses by Environment Agency / Land Drainage Authority or Internal Drainage Board		☐
Rights to lay pipes on thir party land / easemsnt		☐
Section 104 / S106 Foul and Surface water Agreements		☐
CDM requirements containing risk assessment for design, construction, operation and maintenance of the highway and drainage system		☐
Structural calculations		☐
Ground Investigations		☐
Bore hole / trial pit locations		☐
Soakaed CBR and Proposed Design CBR values		☐
Contaminated Land Reports		☐
Title Documents		☐
Electrical works including trenches and cabling		☐
Copy of the pre-tender health and safety plan		☐
Autotrack plots for HGV manoeuvres at appropriate locations		☐
Stage 1/2 safety audit problems, recommendations and designer's responses where appropriate		☐
Land Registry title and plan		☐
Traffic Regulation Orders		☐
Street layout with proposed names		☐
A full copy of HSE Form F10 which has been submitted to the Health & Safety Executive to notify them of the development, including details of the Client and the CDM Co-ordinator.		☐