

## Application for a Minor Section 278 Agreement

Send to [DevelopmentManagement@lincolnshire.gov.uk](mailto:DevelopmentManagement@lincolnshire.gov.uk)

<b>General Information</b>	
<b>Site Name</b>	
<b>Site Location and Address</b>	
<b>Outline / Full / RM Planning Number</b>	
<b>Outline / Full / RM Planning Decision</b>	
<b>Brief Description of the Highway Works</b>	
<b>Name / Registered Office of Developer</b>	
<b>Developer Lead Contact (email and telephone number)</b>	
<b>Name / Registered Office of Engineering Consultant</b>	
<b>Engineering Consultant Lead Contact (email and telephone number)</b>	

Application payment amount to be confirmed on receipt of application and description of highway works.

All drawings should have a separate drawing number and shall include the following note:

**The highway improvement shall be designed and constructed in accordance with the approved Lincolnshire County Council detail design.**

Required Documents	Document Number
<b>1. Drawing Issue Sheet</b>	
<b>2. Copy of Outline / Full / RM Decision Notice</b>	
<b>3. Location Plan</b> Clearly showing the site in relation to its surroundings.	
<b>4. General Layout</b> to include below: <ul style="list-style-type: none"> <li>• <i>Positions of all assets existing and proposed.</i></li> <li>• <i>Existing and proposed foul and surface water drainage.</i></li> <li>• <i>Watercourses.</i></li> <li>• <i>Outfalls / headwalls.</i></li> <li>• <i>Existing retained and proposed trees.</i></li> <li>• <i>Proposed highway drainage easements - coloured solid blue.</i></li> <li>• <i>Cross falls of carriageways and/or footways.</i></li> <li>• <i>Drawing Scaled appropriately (e.g. 1:250/1:500 etc.).</i></li> </ul>	
<b>5. Standard/Construction Details</b> to include below: <ul style="list-style-type: none"> <li>• <i>Areas of planning / inlay / overlay / reconstruction.</i></li> <li>• <i>Tie in to existing surfaces.</i></li> <li>• <i>Footways.</i></li> <li>• <i>Passing Places.</i></li> <li>• <i>Cycleways.</i></li> <li>• <i>Kerb detail</i></li> <li>• <i>Vehicle accesses.</i></li> <li>• <i>Pedestrian crossings and tactiles.</i></li> <li>• <i>Verge and service margins.</i></li> <li>• <i>SuDS features.</i></li> <li>• <i>Gullies, chambers, pipes and bedding.</i></li> <li>• <i>Signage.</i></li> <li>• <i>Details Scaled appropriately.</i></li> </ul>	

Additional Documents	Drawing Number
<b>1. Road Safety Audit - Stage 1 and 2</b>	
<b>2. Land Dedication Drawing</b> to include below:	
<ul style="list-style-type: none"> <li>• <i>Land to be transferred coloured pink and bounded with a thick red line.</i></li> <li>• <i>The quantity of the land to be transferred in square metres.</i></li> <li>• <i>Current owner details and title number.</i></li> <li>• <i>Easements to be coloured solid blue (e.g. for drainage outside the highway limits) minimum 6m wide.</i></li> <li>• <i>Drawing Scaled appropriately (e.g. 1:250/1:500 etc.).</i></li> </ul>	
<b>3. Kerbing Arrangement</b> to include below: <ul style="list-style-type: none"> <li>• <i>All locations of kerbing, blocks and edgings, drawing key to state types.</i></li> <li>• <i>Drawing Scaled appropriately (e.g. 1:250/1:500 etc.).</i></li> </ul>	

<b>4. Services/Utility Drawings</b> to include below:	
<ul style="list-style-type: none"> <li>• All/any proposed underground service locations.</li> <li>• Existing utility plans.</li> <li>• Assessment of any existing highway drainage pipes which may be impacted by the development.</li> </ul>	
<b>5. Drainage Layout</b> to include below:	
<ul style="list-style-type: none"> <li>• Existing and proposed surface and foul water.</li> <li>• Sustainable Drainage Systems.</li> <li>• Pipes, gullies, manholes, chambers, headwalls and outfalls.</li> <li>• Highway Drainage Easements coloured solid blue.</li> <li>• Contour plans showing existing and proposed.</li> <li>• CCTV of any existing drainage used as connection/outfall.</li> <li>• Easements to be coloured solid blue (e.g. for drainage outside the highway limits).</li> <li>• The length and width of easements to be provided.</li> <li>• Drawing Scaled appropriately (e.g. 1:250/1:500 etc.).</li> </ul>	
<b>6. IDB / EA consent to discharge</b> <i>More than one may apply, permission will be required for each.</i>	
<b>7. Signs and Markings Layout</b> to include below:	
<ul style="list-style-type: none"> <li>• Position of signs and road markings.</li> <li>• Schedules of new traffic signs and road markings.</li> <li>• Drawing Scaled appropriately (e.g. 1:250/1:500 etc.).</li> </ul>	