

Road Construction Consent CC11 – Inspection Compliance and Notification Record

1. Site Details	
Location / Name of Site:	
RCC Number:	
Planning Permission Ref:	

2. Applicant or Agent Details	
Name:	
Address:	
Postcode:	
Phone Number:	
Email Address:	

Note: The inspection stages are stated below in the approximate order of which they should be completed. All inspections below are mandatory unless stated otherwise. All fields marked * are mandatory

Construction Stage	Notes to Applicant	Date of Inspection/Site Visit *	Appropriate Alternative Evidence (non-site visit)*
Pre-Commencement Meeting*	Developer to contact Council Representative/s and provide construction programme at meeting		
Start of Works*	Developer to contact Council Roads Services Representative (min. 4 week's notice)		
Completion of Formation*			
Laying of Road Drainage*			
Installation of SUDS*			
Final Road Drainage*	CCTV Survey Required		
Carriageway Construction			
Construction Stage	Notes to Applicant	Date of Inspection/Site Visit	Appropriate Alternative Evidence (non-site visit)
Sub-base commencement*			

Base Course commencement*			
Binder Course Commencement*			
Surface Course (Modular Blocks only) Commencement*			
Footway/Path Construction			
Sub-base commencement*			
Base Course commencement*			
Binder Course Commencement*			
Surface Course (Modular Blocks only) Commencement*			
Cycle Track Construction			
Sub-base commencement*			
Base Course commencement*			
Binder Course Commencement*			
Surface Course (Modular Blocks only) Commencement*			
Street Lighting			
Setting out Plant Positions (cable, columns, boxes etc.)*			
Backfilling of cable trenches*			
Painting of Plant (if applicable)*			
Structures			
Commencement of Steelfixing*			
Each concrete pour (including blinding)*			
Formwork Striking*			
Partial Completion			
Partial completion and form CC5 completed*	Submit partial completion application CC5 and relevant supporting documentation.		
Street Lighting			
Commissioning*			
Carriageway Layers			

Surface Course Commencement*			
Footway/Footpath Layers			
Surface Course Commencement*			
Cycle Track Layers			
Surface Course Commencement*			
Road Markings/Signage			
Road Marking and signage commencement*			
Substantial Completion			
Substantial completion*	Submit partial completion application CC5 and relevant supporting documentation.		
Stage 3 Road Safety Audit			
Completion of Stage 3 RSA*			
Landscaping			
Landscaping/planting complete*			
Full Completion			
Full Completion*	Submit relevant supporting documentation. (All defects are rectified and the Health and Safety File has been accepted by the Roads Authority.)		
Request for adoption			
Submit CC6 form*			

Notes:

1. Failure to notify the Council's representatives at the above stages can result in covered over work requiring to be exposed for inspection at the Developer's expense to ensure that the construction complies with the Construction Consent.
2. Notification should allow sufficient time for the Council's Representative to respond. The Applicant/ Developer should discuss notification with the Representative as early as possible to allow for other work commitments, annual leave, etc. A minimum of 48 hours' notice is required unless otherwise stated.
3. Failure to notify the Council's representatives at the above stages can result in delays to adoption or potentially seriously compromise the adoption process.
4. Once the applicant or developer is satisfied the project is fully complete and complies with the approved Road Construction Consent, they should apply for Full Completion. When Full Completion is granted, if required, the Developer must also apply to have the road adopted.

5. * - Denotes mandatory field, if not applicable reply N/A

Signed:	
Print Name:	
Designation:	
Developer/Contractor:	
Dated:	