



**HIGHWAYS ACT 1980  
SECTION 38 AGREEMENT APPLICATION FORM**

The information requested in this form will be used in preparation of a draft S38 Agreement.

<b>1.</b>	<b>Development Details</b>	
	Planning Permission Reference No	
	Parish	
	Location	
	Six Figure National Grid Reference	
	Development Name	Phase
	Anticipated Commencement Date	
	Anticipated Completion Date	

  

<b>2.</b>	<b>Name of Developer (In Full)</b>	
	Address:	
	Postcode:	
	Telephone Number:	E-mail Address:
	Contact Name:	

  

<b>3.</b>	<b>Developer's Legal Representative:</b>	
	Address:	
	Postcode:	
	Telephone Number:	E-mail Address:
	Contact Name:	

  

<b>4.</b>	<b>Developer's Agent [ if applicable]</b>	
	Address:	
	Postcode:	
	Telephone Number:	E-mail Address:
	Contact Name:	

  

<b>5.</b>	<b>Principal Designer</b>	
	Address:	
	Post Code:	
	Telephone Number:	E-mail Address:
	Position in Company:	

6.

<b>Name of owner of title of land to be dedicated as Highway</b>	
Address of Land Owner:	
Telephone Number:	E-mail Address:

7.

<b>Supporting Documentation</b>
The following documents <b>must</b> be submitted with the completed application form: <ul style="list-style-type: none"> <li>• A copy of the Full or Reserved Matters Planning Approval Decision Notice</li> <li>• One full size copy of the detailed layout approved by the Local Planning Authority</li> <li>• 1:2500 Site Location Plan</li> <li>• A copy of S106 Agreement if applicable</li> </ul>

8.

<b>Fees:</b>	
A Pre-check fee is required as part of your application to enable DCC to undertake the necessary assessment & design checking of your submission. The Level of fee required is associated with the estimated cost of the highway works: <ul style="list-style-type: none"> <li>• <b>Works up to and including £100,000 - £3,000</b></li> <li>• <b>Works over £100,000 – £6,000</b></li> </ul> For Traffic Signal Schemes <ul style="list-style-type: none"> <li>• <b>Works up to and including £100,000 - £5,000</b></li> <li>• <b>Works over £100,000 - £10,000</b></li> </ul> Please note that this fee will be deducted from the project administration fee due under the agreement.	
Estimated Cost of Works	
Pre-Check Fee Enclosed	Yes <input type="checkbox"/> Amount: £
<b>Please note that your application will not be processed until the appropriate fee has been received.</b>	

**DECLARATION**

**This declaration must be signed by a person with authority to execute financial instruments on behalf of the developer (e.g. Director, Chief Finance Officer etc.)**

*I undertake that the developer will meet all reasonable costs incurred by Dorset County Council in the preparation of the Agreement and, in the event of an Agreement not being completed, to pay Dorset County Council all reasonable expenses incurred in any abortive works*

Signed \_\_\_\_\_

(Printed) \_\_\_\_\_

Dated \_\_\_\_\_

Position within Company \_\_\_\_\_

Please return completed form to: -

Highways Development Team  
Dorset Highways  
Environment and the Economy Directorate  
Dorset County Council  
County Hall  
Dorchester  
Dorset DT1 1XJ