The Highways Development Management (HDM) Team is responsible for administering Section 38 agreements. Fees will be levied to allow the Council to cover its costs in administering and implementing such agreements.

- Developer applies for a S38 agreement using application form providing all information required.
- Based on current unit construction costs, HDM to assess the agreement fee and invoice developer.
- Developer pays fee in full.
- Application held in abeyance until payment received.
- HDM instructs Legal Team to draft agreement and confirm land ownership.
- HDM to undertake site inspections as and when requested.
- HDM undertakes technical design checks.
- Design approved by HDM.
- HDM undertakes design changes.
- Street lighting brief issued to Developer.
- Legal agreement signed by both parties.
- Construction completed to satisfaction of HDM.
- Remedial measures undertaken by Developer.
- Provisional Certificate of Completion issued by HDM.
- Final Certificate of Completion issued and road adopted as public highway.
- Final remedial works completed by Developer and approved by HDM.
- Final inspection undertaken by HDM at end of 12 month maintenance period.