

Type of application

Section 278 ☐

Technical Check without Legal agreement ☐

Part 1 – Applicant's Details

1a. Applicant (Developer)

Name: *Settle Group*

Address: *Black Horse Road, Letchworth Garden City*

Postcode: *SG6 1HA*

1b. Applicant's Agent (Consultant)

Name: *Infrastructcs.Ltd*

Address: *The Stable, High Cogges Farm*

Postcode: *OX27 6UN*

Representative: *Georgie-May Lawne* ^{UK}

Representative: *Andrew Lloyd*

1c. Site owner's details (if different to Applicant)

Name:

Address:

Postcode:

Telephone Number:

e-mail:

Representative:

1d. Applicant's Solicitor

Name: *Taylor Walton LLP*

Address: *22-44 Alma Street, Luton*

Postcode: *LU1 2PL*

Telephone Number:

Representative: *Tulma Begum*

1e Details of any other persons/parties known to have an interest in the land on which the development is to take place:

Part 2 – Development Details

2a Planning Permission reference number

22/02628/FP

2b Development name and address:

*Land at 1-36 Freemans Close,
Hitchin, Hertfordshire*

2c Names of any affected existing Public Highways

*Washmill Road,
Freemans Close*

2d Please state the purpose of the development and the number of units and parking spaces to be constructed.

Purpose: *Housing*

No. of Units: *48*

No. of Parking Spaces: *75*

Part 3 – Details of Highway Works

3a General description of the highway works:	Regeneration of access
3b Estimated cost of the highway works:	£ 19,312
3c Programme for the Highway Works:	Start: TBC Finish:
3d Planned first occupation date of the site:	TBC
	For questions 3e-3L: if yes, please provide details
3e Will highway drainage be affected or created?	NO
3f Will Statutory Undertakers plant connections or diversions be required?	No
3g Are any street lighting works required?	No
3h Are new traffic signals / traffic signal amendments required?	No
3i Are there any existing or proposed structures on or adjacent to the public highway?	No
3j Are any Traffic Regulation Orders (TRO) proposed or to be amended / removed?	No
3k Are any Public Rights of Way affected by the works?	No
3L Are there any soil contamination issues / remediation requirements on the site?	No

Part 4 – Contractor's Details

4a Details of Principal Contractor	Name: Ringway Tachos (TBC) Address: Postcode: Telephone Number: e-mail:
Any Contractor working on the highway <u>must</u> be on the Council's Accredited Contractors List.	
4b Details of Contractor for highway works (if different from above):	Name: TBC Address: Postcode: Telephone Number: e-mail:

4c Details of proposed procurement method (ICE 5th, ECC, D&B):	
---	--

Part 5 – Attachments

Tick to confirm the following have been provided:

(Your application will not be processed unless the following is included)

- ☒ this application form fully completed
- ☒ engineering drawings (layout of highway works and details)
- ☒ signed planning Decision Notice
- ☒ approved planning layout
- ☒ site location outlined in red
- ☒ up to date evidence of Land Title
- ☒ non-refundable application fee of £750 (with reference)

BACS payments can be made using the following Bank details:

Account name: HCC General Account
Bank Sort Code: 60-10-39
Account Number: 18396690
Bank Name: NatWest Bank
Bank address: Hertford

Please use "S278" then the planning permission number as a reference when making payments e.g. "S278 21-00999-FUL" and send a copy of remittance advice along with application documents (please refer to Part 5 above) in electronic format to DMPlanning@hertfordshire.gov.uk, including the site name and address in the subject line.

Voluntary deposit could be made to enable our Implementation Team to commence design review before the fee estimate is paid. The fee estimate will take into account any such deposits.

Once payment is confirmed with HCC Cashiers further correspondence should be sent to DMImplementation@hertfordshire.gov.uk, including the site name and address in the subject line.

List below any additional documents provided:

- 550 - P02	- 557 - P01	Road Safety Audit. S278 works estimate Full Plans Approval - FP
- 551 - P01	- 558 - P01	
- 552 - P02	- 559 - P03	
- 553 - P02	- 560 - P01	
- 554 - P02		
- 555 - P02		
- 556 - P01		

I hereby apply to Hertfordshire County Council to enter into an agreement under Section 278 / 38 of the Highways Act 1980 in respect of the development specified in this application and the attached plans.

Signed:



Date: 30/05/25

Print Name:

A. LLOYD

on behalf of:

Settle Group

Once your application has been received with proposed design, Hertfordshire County Council Development Management Implementation Team will review your proposal and provide you with a fee estimate for the cost of the whole agreement process. Please note that this is an estimate only and subject to change with any change in initial scope, or more than average number of technical reviews.

Guidance Notes

Part above	Submit separate applications for Section 278 and Section 38 Agreements at the same site.
1a	It is assumed that the Applicant/Developer is the 'Client' under the current CDM regulations
1b	It is assumed that the Applicant's Agent/Consultant is the 'Principal Designer' under the current CDM regulations. If no Agent is listed, it is assumed that the developer is also the 'Principal Designer'.
2a	It is recommended that an application is made only after planning permission has been granted.
2c	You can find details of the existing highway network online at: Webmaps You may request a highway boundary plan from HCC's Highway Boundaries and Land Charges team HighwayBoundaries@hertfordshire.gov.uk
3a	For design details, specifications and advice refer to Hertfordshire's design guide: Roads in Hertfordshire - Highway Design Guide, 3 rd edition, available on Hertfordshire County Council website (bottom of the page): Highway design guide
3b	This cost will be used to calculate the bond value associated with the Agreement
3c	It is recommended that you allow 10-16 weeks after payment of the fee estimate to the completion of a Section 278 Agreement. You are not permitted to undertake work on the highway without a completed Section 278 Agreement and permit to work from Hertfordshire County Council Network Management Team. We also recommend that you do not commence work relating to a Section 38 Agreement until technical approval has been granted and the agreement is completed.
3e	Provide details of the outfall of any affected or created drainage systems, including whether the following will be used: soakaways, connection to existing highway drain, outfall to existing watercourses, use of a pumped system, connection to Water Authority sewer, SuDS. If using SuDS features, provide further details of the type of feature. If permission is required from third parties (e.g. Environment Agency, Water Authority), provide confirmation of their approval.
3f	If connections or diversion are required for: electricity, gas, telephone and other telecommunications providers, cable or water supply: provide details of approvals or discussions with Statutory Undertakers.
3j	Hertfordshire County Council will promote any necessary Traffic Regulation Orders (TROs), including Temporary TROs, Permanent TROs and revocation of existing TROs. The applicant is responsible for supplying necessary plans to accompany the promotion of the Order. If a road closure is required, allow a minimum of 16 weeks. Note that once a Temporary TRO is obtained, use of a road closure is subject to approval and available Road-space.

- 4 Any Contractor working on the highway must be on the Council's Accredited Contractors List. Contractors can be added to the list by making an application and providing evidence of their Health and Safety policies.
Please contact approved.contractors@hertfordshire.gov.uk if your Contractor would like to make an application to be added to the list.
- 5 The initial £750 covers the application costs and allows officers to review the submission, visit the site, arrange an inception meeting if applicable and prepare a fee estimate. Except where additional (voluntary) deposit is made (see Part 5 of the form), design review will not commence and no additional work will be done on the application until full payment of fee estimate is confirmed.

Cheques should be made payable to Hertfordshire County Council.

Hertfordshire County Council is entitled to recover the costs relating to the completion of Section 278 and Section 38 agreements. Our fee estimate covers:

- Initial comments from application submission
- Legal support in preparation of the Section 278 / 38 agreement
- Maximum of two detailed design reviews of the proposals and the grant of Technical Approval
- Maximum of two complete reviews of the Pre-Construction Requirements information
- Road Safety Audits (if necessary)
- Liaison with the Developer, Consultants, Solicitors and Contractors to resolve any queries
- Site monitoring of the construction, both during and following completion
- Identification of remedial works and any subsequent site visits
- Maintenance period monitoring
- Closing out the scheme including issue of Completion and Maintenance Certificates