

OXFORDSHIRE COUNTY COUNCIL

ADOPTION OF PRIVATE ROADS

If you live on a private road you may wish to consider asking Oxfordshire County Council to adopt your road. To check if your road is adopted please phone our Land and Highway Records Office on 0845 310 11 11.

The County Council is prepared to adopt such roads so long as the road meets our requirements in layout and construction. These notes are to explain the basic requirements, process and indicate the likely cost.

The first item to check is who owns the road as it may be that every one living (fronting) own the area in front of their property up to the centre line of the road, or the road could be owned by a single company or individual. The owner(s) will need to sign a Legal Agreement with the County Council for the adoption to occur. An adoption cannot be proposed by anyone other than the owner using an adoption agreement. The owner is then considered as the 'promoter' of the adoption.

The next step is to have a survey undertaken. The road must: -

- serve more than 5 dwellings
- be a minimum width of 4.8m along most of its length, but every case will be judged on its merits
- have a turning head of such a size for refuse vehicles to turn
- must be drained to meet the current flood and sustainable drainage standards
- have street lights in a lit Parish which meet the County Councils standards
- must be constructed to the appropriate standard
- Have appropriate width footways/service margins along complete length

The promoter has to submit a set of drawings; location plan, general layout of the road, construction details and material specifications.

A schedule identifying the areas which do not meet the County Councils standards will be required, along with a set of proposed works to rectify them. This is best done by a specialist consultant who the promoter employs.

The promoter will be expected to cover a number of costs. The County Council charges a fee to draw up the Legal Agreement and carry out all the checks and tests. This fee is 9% of the estimated total cost of the road (minimum charge is £1,500). An additional fee will be made by the County Councils Solicitor. The promoter will need to raise a surety equal to the value of the cost of the road. This can be a cash deposit or a bank bond. Some types of road construction may attract a commuted sum to cover part of the future maintenance costs.

After the drawings and details of any additional works have been accepted, surety arranged, and costs paid then the Agreement is signed.

The works are undertaken and the County Council checks the work and all of the additional information required.

When all the requirements of the Agreement have been met then the road becomes adopted and the surety returned.

The following areas which may be subject to scrutiny: -

- Specification and construction of carriageways (all courses), all foundation constructions, footways, vehicular crossings, pram crossings, footpaths and cycleways attainable by selected core tests.
- Location of junction and forward visibility lines (and demarcation where required).
- Clear boundary markers of the prospectively adoptable area.
- Planting schemes of landscape areas (within future highway).
- Specification, location and type of street lighting including cable positions.
- Location, design, specification and construction of gullies, drains, and sewers (surface water) including any 'sustainable alternative soakaway systems'.
- Traffic Regulation Orders (existing and planned) including traffic markings and signs.
- Location of ducts, utilities, and service media (including depths, specification and construction).
- Easements with respect to gaining access to street lights and highway sewers (and soakaways etc) which may not be placed within the future highway.
- Evidence of pavement failure, weed growth, and general degradation by visual inspection and core tests.
- Location and type of street nameplates.
- Location and type of traffic speed control devices.

The following elements have to be satisfied before adoption can proceed: -

- The drainage of the road must conform to the Oxfordshire County Councils requirements of SUDs drainage, which the Council will adopt .
- Piped systems will require a CCTV survey of the pipe runs.
- Where applicable, proof of discharge consent from Environment Agency may be required.
- Clarify any extant or prevailing planning consent issues.
- Electrical installation/ test certificates for the wiring of street furniture (including Street lights and illuminated traffic signs etc).
- All material test results shall be submitted and must have achieved the appropriate tests.
- All the works shall have been carried out in accordance with the approved drawings.

A full set of as-constructed drawings shall be supplied including details of routes of all ducts and service media, along with a CDM Health & Safety File.