



Universal Services Directorate

Technical Guidance Note TG24 - Scheme Handover to Asset Owners

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Amendments are indicated by a bar in the left hand margin

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1. Introduction

- 1.1. The following documentation shall be provided at handover of the project to the asset owners upon completion of the works:
- As-built drawings & information
 - Health and Safety File
- 1.2. This document details what information shall and shall not be included in the documents listed in 1.1 above and also details the processes to be followed at handover for both internal and external schemes.

2. Definitions & abbreviations

Adoptions officer	Officer within the HDA team who manages the final adoption process for S278 and S38 schemes.
AIP	Approval in Principle
CCTV	Closed circuit television systems
CDM	Construction Design and Management Regulations
DMRB	Design Manual for Roads and Bridges published by Her Majesty's Stationery Office
ELV	Extremely low voltage
HDA	Highway Development Agreements at Hampshire County Council – the team that provides the Design Audit and technical advice service to HDC in relation to developer highway scheme.
HDC	Highway Development Client – part of the Strategic Transport team at Hampshire County Council
IBAA	Incinerator bottom ash aggregate
ITS	Hampshire County Council's Intelligent Transport Systems team
LV	Low voltage
O&M	Operation and Maintenance Manual
NRSWA	New Roads and Street Works Act
PCI	Pre-Construction Information
PFI	Hampshire County Council's Private Finance Initiative covering street lighting
Principal Contractor	As defined by the Construction Design and Management Regulations
Principal Designer	As defined by the Construction Design and Management Regulations
RTPI	Real time passenger information
S278/S38	Section 278 / Section 38 of the Highways Act

SCN	Special Construction Need
SED	Special Engineering Difficulty as defined by the Code of practice for the co-ordination of street works and works for road purposes and related matters
SHW	Specification for Highways Works published by the Department for Transport
SPM	Scheme project manager
VMS	Variable message signs

3. Health and Safety File

3.1. What the Health and Safety File shall contain

3.1.1. Under the Construction Design and Management Regulations (CDM), it is the responsibility of the Principal Designer to develop the Health & Safety File, in co-operation with the Principal Contractor, and ensure that the Health & Safety File is provided to the CDM Client on completion of the works. For schemes delivered by Hampshire County Council, the contract Supervising Engineer and scheme Project Manager will assist the Principal Designer in this role, with the scheme Client forwarding the completed package to the relevant maintaining agents. For external Developer schemes, the Developer's Principal Designer must ensure the H&S File is provided to the Developer (as the CDM Client) and, in turn, the Developer remains responsible under the terms of the S278/S38 agreement to provide Hampshire County Council with the completed H&S File and as-built information.

3.1.2. The Health and Safety File shall contain the following:

Project description

What was the purpose of the project? What was built, installed and/or demolished/removed? A quick description at the start of the health and safety file will help people in the future know what the health and safety file covers, and if it is relevant to them.

This section should include:

- description of the works
- location of the site
- contact details of the Principal Designer and Principal Contractor
- key dates (for example, start date, completion date)

Residual hazards & risks

Are there any residual hazards or significant risks that may affect people in the future use, maintenance, cleaning or demolition of the works? For example, did you leave in place any hazardous materials? Was asbestos left undisturbed? Did the ground investigation highlight any issues?

- ground conditions
- asbestos
- fragile materials
- contamination
- other residual hazards

- details of the construction methods used where these may have H&S implications for future maintenance and/or demolition

Structural information

Has the project changed an existing structure, or created a new structure? The client and future structure maintainers need to know about any adjustments and limitations of the structure.

- load restrictions
- structural design
- structural alterations
- methods of safe access for inspection / maintenance (inc. any built-in fall-arrest / safety systems)
- unexpected build sequences / demolition needs

Hazardous materials

Are any of the materials used or found on site and left in place hazardous in any way (refer to the Control of Substances Hazardous to Health Regulations)? Where are they located within the works? Provide the health and safety information (inc. locations) for:

- paints
- coatings
- hazardous substances (including IBAA records)
- flammable substances
- unexpected materials

Safe operation & maintenance

The CDM health and safety file isn't the same as the operation and maintenance manual (O&M). But you should include health and safety specific operation and maintenance information here too (inc. maintenance hardstandings),

- safe methods
- safe access
- temporary access
- safe cleaning

Safe removal

Any details regarding the safe replacement/removal or any elements of the works.

- decommissioning
- dismantling instructions
- lifting arrangements

Location of services

Provide details of **changes** to service locations including routes/depths, if they have been surrounded in concrete, any abandoned services that remain in the works, any protection slabs etc.

- cables
- ducts
- gas
- electrical
- water
- underground services

3.2. What the Health and Safety File shall not contain

3.2.1. The Health and Safety File should not be 'padded out' with irrelevant information. Information that has no impact on the future safe use of the structure or future construction works and/or demolition. For example, the Health and Safety File is not required to contain:

- Pre-Construction Information (PCI) - although relevant information from the PCI regarding residual risks (for example the asbestos survey if the asbestos is still in place) should be included
- Construction Phase Plan, risk assessments, method statements or COSHH assessments from the completed project
- details regarding the normal operation of the existing structure that have no impact on health and safety
- construction phase accident statistics - these should be recorded by the Principal Contractor but have no place in the Health and Safety File
- details of all the designers, contractors and suppliers used throughout the project
- contractual documents
- information about structures that have been demolished or hazardous materials that have been removed as part of the works unless there are implications for future works
- the information contained in other documents does not need to be replicated - instead, it should be cross-referenced where relevant

Operation and Maintenance Manuals shall be separate documents to the H&S File.

4. As-built drawings & information

4.1.1. The as-built information shall include where applicable:

- General carriageway, footway and cycleway construction details and widths including thickness and types of materials used (inc. any on-site adjustments such as treatment of soft spots). **All changes of surfacing construction or material should be indicated with coordinates shown at the start and end of the extent of the surfacing.** This will assist in the identification of materials and construction methods for designation within the National Streetworks Gazetteer. Also detailing what has been removed where applicable.
- A schedule and plan detailing any areas of Special Engineering Difficulty as detailed in the “[Code of practice for the co-ordination of street works and works for road purposes and related matters](#)”. Refer to Appendix A
- A schedule and plan detailing the areas of any Special Surfaces and/or Special Construction Needs. The plan shall include the details of the specification such as materials used, supplier, colour, pattern, jointing materials. Refer to Appendix A
- A plan showing all visibility splays for any non-signalised junctions, any crossing points (pedestrian, cycle and horse-riding) together with the forward visibility splays at horizontal alignment curves
- details including drawings and schedules of all non-illuminated road signs
- details including drawings and schedules of all Road Markings (inc. colour)
- special construction details including special products used
- all landscaping and planting arrangements (including details of all establishment/maintenance activities). Refer to Technical Guidance Note [TG15 – Trees, Landscape & Ecology](#) for further details
- details of all fencing, both within highway (for example, pedestrian guard railing, vehicle restraint systems) and boundary fencing
- details of the ownership and the responsibility for maintenance and replacement of fences/walls
- road names including road number / classification. The classification of any new roads or alteration of any existing classified roads are to be agreed with Hampshire County Council’s Asset Management team at the design stage - Refer to Technical Guidance Note [TG1 – Highway Cross-Sections](#) for further details
- site-testing records
- any other street furniture including bollards, cycle facilities, seating - including suppliers’ details

- details of any highway elements/infrastructure that have been removed

The following information shall be provided in their own discrete packages to enable distribution to the relevant Asset Owners within Hampshire County Council.

Coloured as-built General Arrangement plan(s)

- areas of existing adopted Highway that have been changed and new areas being adopted as Highway coloured / shaded as detailed in Table 1
- clear indication of highway boundaries. To include any easements and/or restricted covenants in place in the colours detailed in Table 1
- indicating responsibility for fences/walls
- road names including road number / classification

As-built Site Clearance plan(s)

- detailing any highway elements/infrastructure that have been removed

Coloured Land Plan

- showing Highway land (Pink), land to be dedicated as Highway (Orange), Hampshire County Council owned land (not Highway) and private land

Street lighting

- street lighting including duct runs
- illuminated road signs including duct runs, feeder pillars and ownership records (for example Highway Authority, PFI Contractor)
- positions of all lit furniture recorded in an agreed GPS format
- refer to [TG13 – Street Lighting](#) for full details of the handover procedure for lighting to Hampshire County Council's PFI Contractor and the documents required

Traffic signal equipment

- traffic signal equipment, position of any controller and maintenance bay, location of ducts and draw pits, above and below ground detection, LV and ELV cable runs

- electrical test certificates and confirmation of satisfactory completion from Hampshire County Council's ITS engineer following completion of any remedials
- refer to [TG4-1 Traffic Signal Junctions & TG4-2 Signal Controlled](#) for full details of the handover procedure and the documents required

Drainage

- CCTV survey of all new drainage runs, including connection into existing systems (**up to the next existing manhole/catchpit**) to ensure it is clear of debris & obstruction. Note: For Hampshire County Council led schemes this will be required prior to handover (see Section 5.1)
- layout, type and schedules - additionally, the positions & types of all assets shall be recorded in an agreed GPS format including details of any special tank structures, hydrobrakes. Any approvals from local surface water drainage companies for new connections of Highway drainage and adoption of new drainage assets
- where sewers are being adopted by a water company rather than the highway authority, evidence that the sewers constructed under the S104 Agreement have been vested with the water company (including Certificate and the extents of the S104)
- evidence that any SuDS which impact upon the Works have been adopted by an appropriate statutory body (where they aren't being adopted by the highway authority)
- an electronic copy of the drainage model in Microdrainage/Flow format (where a model has been developed for the design)

Structures

- structure records and drawings in accordance with CG302 DMRB (which includes as-built drawings, certifications and Maintenance Manual. Certifications include AIP, Design Certificate, Design Check Certificate and Construction Compliance Certificate (with electronically certified signatures). Maintenance Manual should include all CDM information relevant to the structure, material used and their tests and certificates, component type, manufacturer data sheet and certificates for them)
- drawings to clearly state the size/span of the structure (including culverts)
- final design calculations and final design check calculations
- in the case of pre-stressed concrete members, details of strand / wire / bar; ducting; grouts; anchorage forces / extensions

- any piling system used, length and any amendment to the position of each individual piles. The position of any test pile, anchor piles etc and results of pile tests carried out
- a description of the founding stratum and the results of any in-situ tests undertaken
- the size and depth of any soft spots under the footings and the material with which they were backfilled
- the size of any over-dig of the footing excavation and the material with which it was backfilled
- any temporary works not completely removed
- refer to [TG7 – Adoption of Structures](#)

4.1.2. Drawings shall be provided in .DWG (**including** all Xrefs) & PDF formats and shall include:

- comprehensive keys describing all colours/hatching used
- a north point
- the drawing scale with the associated printing size – for example 1:1250@A1
- show all subjective and adjacent road names

4.1.3. 'As-built' drawings shall accurately reflect what has been constructed on site. **Please Note:** As-built drawings are the construction drawings **amended with all the site changes** that were required and are to be marked as being the “as-built” record.

4.1.4. For developer schemes, the as-built drawings shall:

- conform to the S278/S38 Agreement and planning permission
- show all constructed buildings and/or associated property boundaries including postal numbers
- the full extent of areas to be adopted as publicly maintainable highway and easements coloured as set out in Table 1 and Table 2

The General Arrangement drawing as-built feature	Colour shading / symbol
Carriageway (blacktop)	Orange
Carriageway (blockwork)	Orange with herringbone pattern
Carriageway (permeable paving)	Pale blue with herringbone pattern
Footways / footpath (blacktop)	Brown
Footways / footpath (blockwork)	Brown with herringbone pattern
Footways / footpath (flags)	Light brown with square hatch pattern
Bridges, footbridges and culverts	Dark red solid line to indicate the lines of the parapets and dark red dashed line to indicate the side walls/span)
Retaining walls	Dark red solid line
Verges	Green
Landscaping areas / areas of shrubs	Pale green and dark green hatching
Hedges	Pale green with dark green outline
Trees	Dark green dot with dark green canopy
Cycleways (inc. shared footway/cycleways)	Mauve
Highway surface water	Blue with direction of flow indicated
Lighting columns	Red dots
Illuminated sign post	Pink dot with initials "SP" next to it
Sign posts	Purple dot with initials "SP" next to it
Bollards	Purple dot with initial "B" next to it
VRS	Purple line with initials "VRS" within it
Fencing	Purple dot/dash line with initial "F" within it
Pedestrian guardrail	Purple line with initials "PG" next to it
Seat	Purple rectangle with initial "S" next to it
Highway easements	Yellow
Highway restricted covenants	Yellow with black hatch
Limit of the S278 works area	Solid red line

Table 1 – Colouring/shading requirements for the as-built General Arrangement drawings

Land Plan feature	Colour shading / symbol
Land Plan – Existing Adopted Highway	Pink
Land Plan – Area to be Dedicated as Highway	Orange

Table 2 – Colouring/shading requirements for the Land Plan

Note: External developer schemes cannot be placed onto maintenance until the H&S File and as-built drawings & information (as detailed in Section 4) have been provided to Hampshire County Council in the format above and accepted as compliant. See also Section 5.2.

5. Handover process

5.1. Internal Hampshire County Council schemes

- 5.1.1. The H&S File and as-built information shall be compiled by the Supervising Engineer for the contract.
- 5.1.2. Prior to Completion of the Works, the Supervising Engineer shall ensure that a full CCTV survey of all new drainage runs, including connection into existing systems (**up to the next existing manhole/catchpit**) is provided to Asset Management to demonstrate that the drainage is clear of debris & obstruction.
- 5.1.3. Upon Completion of the Works, the Supervising Engineer shall send a copy of the Completion Certificate to Asset Management (highway.asset.management@hants.gov.uk) to enable the Asset Management team to update the Street Gazetteer with any road classifications/amendments.
- 5.1.4. Within three months of the contract Completion Date the as-built drawings should be forwarded to the Scheme Project Manager (SPM). A note accompanying the drawings should request that:
 - a) the SPM arranges for all amendments and additions to be added electronically to the contract drawings and saved as the as-built set of drawings
 - b) a copy of the as-built drawings, in an electronic format, are sent back to the Supervising Engineer or Contract Project Manager with the originals

The Supervising Engineer for the contract shall also provide a Construction Feedback Report to the SPM detailing any areas of difficulty that could have been overcome through the design process. The SPM shall be responsible for disseminating this feedback as necessary to help improve designs/processes going forward.

- 5.1.5. Within one month of receiving the above information the Supervising Engineer or Contract Project Manager shall check the electronic copy of the as-built drawings against that of the originals. Any changes to the electronic copy as a result of the check are to be added by hand and returned to the SPM. If there are no changes, the SPM should be informed accordingly.
- 5.1.6. Refer to the following chapters of the Contracts & Procurement Manual:

Chp 21	As-built drawings
Chp 22	Health & Safety
Chp 24	Handover procedure (inc. inspection record with maintaining agent)
Chp 25	Storage of documentation

5.1.7. The SPM liaises with the Principal Designer to ensure the H&S File and associated as-built information are complete. Once they are a complete accurate record, the SPM forwards to the scheme Client ensuring the coloured as-built General Arrangement drawing(s) and Site Clearance drawing(s) and Health & Safety File are attached separately rather than within a zip file. The scheme Client is responsible for forwarding the H&S File and associated as-built information to the relevant maintaining agent(s) (refer to table below)

Works involving	Asset maintaining agent to be included in the email
All works to the Highway or to be adopted as Highway	The coloured as-built General Arrangement drawing(s), the Site Clearance drawing(s), Land Plan, Health & Safety File as separate pdf files and the rest of the as-built drawings/information within a zipped file. To Asset Management (highway.asset.management@hants.gov.uk)
Structures (inc. retaining walls, large diameter chambers etc)	Only the structures records, Maintenance Manual, as-built drawings and associated as-built information. To Engineering Services Structure Client Team (bridges@hants.gov.uk)
Signals, controlled crossings, CCTV, VMS, RTPI etc	Only the signals / CCTV / VMS / RTPI as-built drawings and associated Information. To Intelligent Transport Systems (Intelligent.transport.systems@hants.gov.uk)
Lighting and/or lit signs	Only the lighting as-built drawings and associated information as detailed in TG13. To Street Lighting (hsl@hants.gov.uk)
Bus shelters	Bus shelter as-built drawings. To the relevant city/district/borough/parish council. For the rare instance where the shelter will be adopted by Hampshire County Council, send to Passenger Transport (ptgenquiries@hants.gov.uk)
Special Engineering Difficulty	Include all SED proposals in the Special Construction Needs Schedule & Plan as well. See Appendix A. To Engineering Services Structure Client Team (bridges@hants.gov.uk)

Works involving	Asset maintaining agent to be included in the email
Special Surfaces and/or Special Construction Needs	Street Gazetteer team (1770.streetgazetteer@hants.gov.uk)

- 5.1.8. The maintenance of any traffic signal equipment will pass immediately to Hampshire County Council's ITS Group following switching on. However, the associated infrastructure shall be subject to a minimum 12-month Maintenance Period. Refer to TG4-1 Traffic Signal Junctions, TG4-2 Signal Controlled Crossings and TG4-3 VMS, CCTV and Journey Time Monitoring.
- 5.1.9. The maintenance of street lighting and any lit signs will pass immediately to Hampshire County Council's PFI contractor upon accrual of the lighting items. Refer to TG13 – Street Lighting.
- 5.1.10. Where the scheme Client is another group such as Flood Water Management/Environment Agency / Property Services team / district council etc, handover of schemes and the associated as-built & H&S File information shall be in accordance with the Client's requirements. The Scheme Project Manager shall contact the Client to establish what information is required & in the required format.

5.2. External schemes

- 5.2.1. The H&S File and as-built information shall be compiled by the Developer (or Principal Designer working on their behalf) and uploaded to [Hampshire County Council's Developer Portal](#). Where any individual files are over 50mb contact should be made with the HDA engineer dealing with the scheme to discuss the handover of the documents. Refer to the following TGs with regard to specific handover requirements for lighting, signals equipment, structures and landscape planting:
- TG4-1 Traffic Signal Junctions
 - TG4-2 Signal Controlled Crossings
 - TG4-3 CCTV, VMS and Journey Time Monitoring
 - TG7 Adoption of Structures
 - TG13 Street Lighting
 - TG15 Trees, Landscape and Ecology
- 5.2.2. NOTE: The Certificate of Completion/Part 2 Certificate will not be issued and the bond not reduced accordingly until the complete H&S File and as-built information package has been received and all outstanding fees paid.

Refer to the [Section 278 Guidance for Developers](#) / [Section 38 Guidance for Developers](#) accordingly.

- 5.2.3. The maintenance of any traffic signal/ITS equipment will pass immediately to Hampshire County Council's ITS Group following switching on. However, the associated infrastructure shall be subject to a minimum 12-month Maintenance Period. Refer to TG4-1 Traffic Signal Junctions, TG4-2 Signal Controlled Crossings and TG4-3 VMS, CCTV and Journey Time Monitoring.
- 5.2.4. The maintenance of street lighting and any lit signs will pass immediately to Hampshire County Council's PFI contractor upon accrual of the lighting items (which can be done at the Certificate of Completion/Part 2 Certificate stage). Refer to TG13 – Street Lighting.
- 5.2.5. The HDA engineer/adoptions officer and HDC officer shall follow the process detailed in the HDA Working Procedure and Process Flowcharts to ensure timely handover of information, settlement of all fees, commuted sums and informing the relevant Land Charge registers and district councils (regarding grass cutting and waste services) etc.
- 5.2.6. The HDA engineer/adoptions officer shall send the completed H&S File and as-built information through with the Works Monitoring Form, to Asset Management and copied to other relevant parties as detailed on the WMF. This shall include distribution of the details of any Special Surfacing, areas of Special Construction Need and/or areas of Special Engineering Difficulty to the Street Gazetteer team / Structures as required (Refer to 5.1.6 and Appendix A).

6. Further support

- 6.1 Should you have a specific query or feedback about any of the content of this Technical Guidance Note, please send an email to Technical.guidance@hants.gov.uk .
- 6.2 Should you have a query about applying this to your particular project, please contact:
- the Design Audit Engineer dealing with your S278 or S38 application (if you are a Developer or Developer's Consultant)
 - the Technical Guidance Note Specialist(s) (if you are a working within Hampshire County Council)
- 6.3 Associated Technical Guidance Notes:
- TG4-1 – Traffic Signal Junctions
 - TG4-2 – Signal Controlled Crossings
 - TG4-3 – CCTV, VMS and Journey Time Monitoring
 - TG7 – Adoption of Structures
 - TG13 – Street Lighting
 - TG15 – Trees, Landscape and Ecology

Appendix A – Special designations

The following sections detail the differences between the designations to be detailed on the schedules.

Special Surfacing (SS) and Special Construction Needs (SCNs) can be scheduled on the one template (Requesting SS and SCN Designations template) but must be listed in separate rows if an area is both a SS and a SCN.

Areas of Special Engineering Difficulty (SED's) are to be scheduled on the (Requesting SED Designations template). Areas requested as SEDs may also require a SS designation request and so may need to be scheduled on both templates (and associated plans).

External Developers may request Hampshire Engineering Services to prepare the plans and schedules on their behalf on a time-charge basis. Contact road.agreements@hants.gov.uk for further details.

Special Surfacing

Special Surfacing is a discretionary designation used to assist Works Promoters plan their works when designing adjustments/reinstatements to existing streets/roads. Materials to be detailed in the schedule and plan include:

- Paving flags
- Block paving
- Coloured surfacings
- High Friction Surfacing
- Permeable paving

The developer/consultant shall produce a schedule ([Requesting SS and SCN Designations template](#)) of the areas where special surfacings have been used and provide the details on a plan drawing (including materials used, supplier, colour, pattern, orientation, any particular jointing/bedding requirements).

For Hampshire County Council schemes, the schedule and plan shall be forwarded to the scheme Client as part of the handover package and the scheme Client shall forward the schedule and plan to the Street Gazetteer team. Refer to Section 5.1.

For Developer-led schemes, the Developer/Consultant shall include the completed schedule and plan as part of the handover package sent to the HDA team through the Developer Portal. The HDA officer/adoptions officer shall forward the schedule and plan to the Street Gazetteer team upon Completion. Refer to Section 5.2.

Special Construction Needs

Special Construction Needs is a discretionary designation used to assist Works Promoters plan their works when designing adjustments/reinstatements to existing streets/roads. Areas to be detailed in the schedule and plan include:

- Geogrids / Geosynthetics within the pavement/foundation in footway or carriageway
- Permeable paving
- Protection slabs
- Stabilised foundations (such as lime, cement)
- Unbound Incinerator Bottom Ash Aggregate (IBAA)
- Tree root protection areas

The developer/consultant shall produce a schedule ([Requesting SS and SCN Designations template](#)) of the areas where there are Special Construction Needs and provide the details on a plan drawing (including the specifics of why the area is of SCN and the reinstatement requirements/issues).

For Hampshire County Council schemes, the schedule and plan shall be forwarded to the scheme Client as part of the handover package and the scheme Client shall forward the schedule and plan to the Street Gazetteer team. Refer to Section 5.1.

For Developer-led schemes, the Developer/Consultant shall include the completed schedule and plan as part of the handover package sent to the HDA team through the Developer Portal. The HDA officer/adoptions officer shall forward the schedule and plan to the Street Gazetteer team upon Completion. Refer to Section 5.2.

Special Engineering Difficulty

Special Engineering Difficulty is a mandatory designation used to ensure Works Promoters plan their works when designing adjustments/reinstatements to existing streets/roads with particular engineering difficulties. The designation of streets with SED should be used only where strictly necessary, bearing in mind the safeguards already provided elsewhere in NRSWA, for example sections 69 (for other apparatus in the street), 88 and 89 (for bridges and sewers), and 93 (level crossings and tramways). Areas to be detailed in the schedule and plan shall be in accordance with the [Code of practice for the co-ordination of street works and works for road purposes and related matters](#)". including:

- **Bridges** The street may be designated if the bridge authority is concerned about the impact of street works on the strength, stability or waterproofing of the bridge, or access for maintenance or any other purpose. In general, the designation would relate to the whole of the bridge structure, but it will only be necessary to designate the area adjacent to the bridge and not the whole length of the street.
- **Retaining walls** Retaining walls may be designated where they give support to the highway and bridge abutments, and where the foundations are sufficiently shallow for excavation to affect the integrity of the structure. Where foundations are piled, designation is likely to be necessary only if

excavation could alter the degree of support given to the piles by the soil. In many cases, it will be necessary to designate only the adjacent area and not the whole width of the street. A distinction should be made between areas appropriate for excavations no deeper than 1.2 metres, and areas where further restrictions are needed if an excavation is deeper.

- **Cuttings and embankments** Areas adjacent to cuttings and embankments should be designated **ONLY** if excavation could lead to slides or slips of the soil, or could affect special construction features such as earth reinforcement systems or lightweight fills. The whole width of street, or specific areas similar to those for retaining walls, may be designated.
- **Isolated structures** Examples of isolated structures include high-mast lighting columns and large sign gantry supports. Where excavation could affect stability, areas immediately around the supports should be designated, again distinguishing between excavations up to 1.2 metres deep and those that are deeper.
- **Subways and tunnels at shallow depth** Areas immediately above subways and tunnels and adjacent areas may be designated.
- **Culverts** The area of the street immediately above a culvert may be designated where the structural integrity of the pipe or channel could be adversely affected by works. Therefore, a reinforced concrete pipe or box culvert would not justify designation, but a masonry or steel culvert could be considered if the depth of cover is shallow.
- **Undertaker's apparatus** Designation may be required **ONLY** in exceptional circumstances, such as electricity pylons adjacent to the carriageway, or the presence of critical operational apparatus, for example, communications or signalling cables for transport operators like Network Rail. In most cases, the safety and security of apparatus is adequately covered by sections 69 or 89 of NRSWA.
- **Pipelines** Some types of government and private sector oil or gas pipelines, and similar structures which traverse the street, may justify designation.
- **Engineering problems** Streets may be designated if they pose extraordinary engineering problems in the event of excavation – for example, a road, which might have been constructed using a continuously reinforced concrete slab.

The developer/consultant shall produce a schedule ([Requesting SED Designations template](#)) detailing the areas of SEDs and provide the details on a plan drawing (including the specifics of why the area is proposed as a SED). All proposed areas or SEDs are to also be listed on the SCN schedule & plan.

For Hampshire County Council schemes, the schedule and plan shall be forwarded to the scheme Client as part of the handover package and the scheme Client shall forward the schedule and plan to the Structures team. Refer to Section 5.1.

For Developer-led schemes, the Developer/Consultant shall include the completed schedule and plan as part of the handover package sent to the HDA team through the Developer Portal. The HDA officer/adoptions officer shall forward the schedule and plan to the Structures team. Refer to Section 5.2.