

# Kirklees Council

## Highways Guidance Note – Highway Adoption Drawings March 2019 (version 1)

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### This guidance note

#### Introduction

1 This guidance note sets out Kirklees Council's requirements for 'highway adoption drawings'. These are the drawings used in legal documents and agreements that make roads and paths into highways or set out whether Kirklees Council would be responsible for their long-term care.

2 This guidance note has been written mainly to help developers, but it will also be used by highways teams within Kirklees Council.

#### Implementation

3 This guidance note applies to all applications for technical review submitted on or after 1 April 2019.

### Background

#### Legal documents and new highways

4 As the local highway authority, Kirklees Council may enter into various different types of agreements or other legal arrangements to make roads and paths into highways. It can also agree that the roads or paths would be 'adopted' as 'highways maintainable at the public expense'. This means that

the council would take on liability for the safe operation of the roads and paths and any associated drainage or street lighting and would become responsible for their ongoing maintenance and repair.

5 Kirklees Council has prepared the following [highways guidance notes](#), which give further information:

- [Introduction to Highways and Adoptions](#) aims to give a simple introduction to the complexities of the legal side of highways and how they are created.

- [Section 38 Agreements for Highway Adoptions](#) explains how to get a section 38 adoption agreement.

- [Highway Adoptions Criteria](#) outlines what would or would not be adopted.

## Highway adoption drawings

Feature	Representation
Extent of <b>area to be adopted</b> ( <i>excluding</i> any existing publicly maintainable highway)	Outlined in red
Adoptable <b>carriageways</b> , including road humps and ramps	Solid brown
Adoptable <b>footways</b> , <b>footpaths</b> , and <b>cycle tracks</b> , including steps and vehicle crossings	Solid yellow
Adoptable <b>paved verges</b> or <b>margins</b> , including <b>vehicle crossings</b>	Solid yellow
Adoptable <b>soft verges</b>	Solid light green
Areas of adoptable <b>highway landscaping</b>	Solid light green
Adoptable <b>highway structures</b>	Orange
Adoptable <b>street lighting</b>	Red
Adoptable <b>highway drainage</b>	Blue
Adoptable <b>highway culverts</b>	Blue labelled to show status and type
Off-highway <b>easements</b> for <b>highway drainage</b> or similar	Hatched orange and dimensioned and labelled
<b>Works</b> to <b>existing</b> publicly maintainable <b>highways</b>	Outlined and hatched or stippled purple
Existing and prospective <b>public sewers</b> and <b>lateral drains</b>	Dark green, labelled to show status and type
<b>Background</b> detail	Grey

**Table 1 – Highway adoption drawings colour convention**

## Introduction

6 While a legal agreement is in force, the highway adoption drawings show exactly what would be adopted as highways maintainable at the public expense. Afterwards, they form part of the council's records and may be referred to years or decades later. Accordingly, they must show what would be adopted clearly and unambiguously and without the need to refer to any other drawing or document. They must be prepared with the precision of a legal document.

## General requirements

7 Highway adoption drawings must comply with Kirklees Council's highways guidance note [Requirements of Submitted Documents](#).

## Size and scale

8 Highway adoption drawings must be a maximum of A1 size and to a minimum scale of 1:250.

## Colour convention and coverage

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**9** They must be coloured using the convention shown in [Table 1](#). In addition:

- Areas with a ‘solid’ colour must not have any gaps or ‘wipeouts’ for text or similar.
- All existing public rights of way within or near the development site (the planning ‘red line boundary’) should be shown; if only the line is known, they should be shown by red dashed lines, but, where the area is known, they should be hatched in red – all suitably labelled to show status and type.
- They must show prospective public sewers, which must extend as far as the outfall or the connection to the existing public sewer network.
- Any private apparatus – including private drainage – located within a prospective highway must be shown and labelled.
- They should not show visibility splays, vehicle swept paths, centrelines, or chainages.
- They should not show landownership or the development ‘red line boundary’.

## Structures

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**10** The drawing must clearly show:

- All structures that would be adopted as highway structures under the related section 38 agreement
- All private structures that would not be adopted under the related section 38 agreement, but which would lie in the highway or within 5 m of the highway boundary

**11** Where a structure is shown on the drawing it must be clear whether it:

- was already a publicly maintainable highway structure
- was not already a publicly maintainable highway structure but would be adopted as a highway structure under the related section 38 agreement

- was not already a publicly maintainable highway structure and would not be adopted under the related section 38 agreement

**12** Where necessary, structures must be suitably annotated to avoid ambiguity.

## Adoptable culverts

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**13** Culverts that would be adopted by Kirklees Council as the highway authority must be shown suitably annotated to show status and type.

## Culverts designated as structures

**14** Adoptable culverts that would also be designated as structures should be shown as structures but annotated to show that they are also culverts.

## Drains and sewers

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**15** The drains and sewers shown must include any associated gullies, manholes, catch pits, rodding eyes, and other chambers or access points.

## Existing and prospective public sewers and lateral drains

**16** The status and type of existing and prospective public sewers and lateral drains must be clearly shown. This should be by using the standard symbols given in the latest edition of the WRc (Water Research Centre Limited) publication [Sewers for Adoption](#).

**17** Regardless of the different line types and symbols used, these must be defined in a key. In addition, it must be clear whether a sewer is:

- existing or prospective
- foul, surface water, or combined
- a gravity sewer or a pumping main

## Further information, comments, and queries

### Kirklees Council highways standards and guidance

#### Highways guidance notes

- Existing Roads and Paths Affected by New Developments
- Gradients
- Highway Adoption Drawings
- Highway Adoptions and the CDM Regulations
- Highway Adoptions Criteria
- Highways Technical Approval
- Highways, SuDS, and Private Drainage
- Introduction to Highways and Adoptions
- Operation and Maintenance Manuals for Adopted Highways
- Requirements of New and Improved Roads and Paths
- Requirements of Submitted Documents
- Section 38 Agreements for Highway Adoptions
- Soakaways
- Technical Approval of Surface Water Flow Attenuation Tanks and Pipes

#### Other highways documents

- Kirklees Highways Standard Details

### Comments and queries

#### Kirklees Council welcomes comments and queries about this guidance note

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| <ul style="list-style-type: none"> <li>■ Huddersfield (01484) 22 1000 – ask for ‘Highway Adoptions’</li> <li>■ <a href="mailto:Highways.Section38@kirklees.gov.uk">Highways.Section38@kirklees.gov.uk</a></li> <li>■ <a href="http://www.kirklees.gov.uk/highwayadoptions">www.kirklees.gov.uk/highwayadoptions</a></li> </ul> | <ul style="list-style-type: none"> <li>■ Kirklees Council<br/>Highway Adoptions<br/>Flint Street Depot<br/>Flint Street<br/>Fartown<br/>Huddersfield<br/>HD1 6LG</li> </ul> |
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