

# **OXFORDSHIRE COUNTY COUNCIL**

## **Information Sheet for Section 38 and Combined Section 38/278 Sign Off**

### **Section 38 Practical Completion/ Start of Maintenance Period**

- Works need to be inspected and to an adoptable standard on day of sign off
- Material test certificates to be received and reviewed
- Road Safety Audit Stage 3 done and action agreed (if applicable)
- Street Lighting Signed off by OCC
- Inspection Fees paid
- Health & Safety File received and checked within
- As-Built Drawings received and checked
- Easements prepared (cannot be complete until adoption but is wise to draft and agree areas etc.)

If for some reason the Health & Safety File or As-Built Drawings are not available, these are to be received within 2 months of maintenance period starting. Once all above has been carried out Road Agreements Team can enter the scheme in the 1 year Maintenance Period. Developer is responsible for all maintenance (including accident damage, general wear and tear, electrical equipment, drainage, material failures, workmanship issues and design).

### **Section 38 Adoption**

- Works have been re-inspected brought back up to an adoptable standard
- Commuted Sum paid
- Certificate of Section 104 received confirming Thames Water have adopted drainage
- All Easements secured (if applicable)

Once all above has been carried out Road Agreements Team compile the adoption file and pass to Highway Records to adopt. Once adopted remaining Bond is released and future maintenance is OCCs responsibility.