



### Stage 3 – construction

You should make contact with us at least two weeks prior to the start of construction. At this time we will require to know the following:

- site start date,
- contact details of the principal contractor,
- details of the site agent/foreman,
- a programme for the works.

During the construction stage we will wish to visit the site and inspect the works as they progress. We will work closely with the contractor to ensure that key elements are inspected timeously. A small charge is made for these inspections.

A joint inspection will require to be undertaken near the end of the construction phase and a snagging list will be prepared and issued to the contractor.

### Stage 4 – adoption

If the bridge is built to the required standard the council will adopt it after the one-year maintenance period is complete. At this time we will require a copy of the completed health and safety file for the bridge. The bridge will then become the maintenance responsibility of the council.

### Further information

Copies of the necessary standard forms/certificates can be found on our website and a typical AIP is available to give you an idea of what is required. You can find our website at [www.westlothian.gov.uk/1523/1284/Roads\\_Maintenance/rdbridges](http://www.westlothian.gov.uk/1523/1284/Roads_Maintenance/rdbridges)

For further information on building bridges in West Lothian please contact us:

**Graeme Muir**

**Structures team, Transportation  
Development & Regulatory Services  
County Buildings, Linlithgow,  
West Lothian EH49 7EZ**

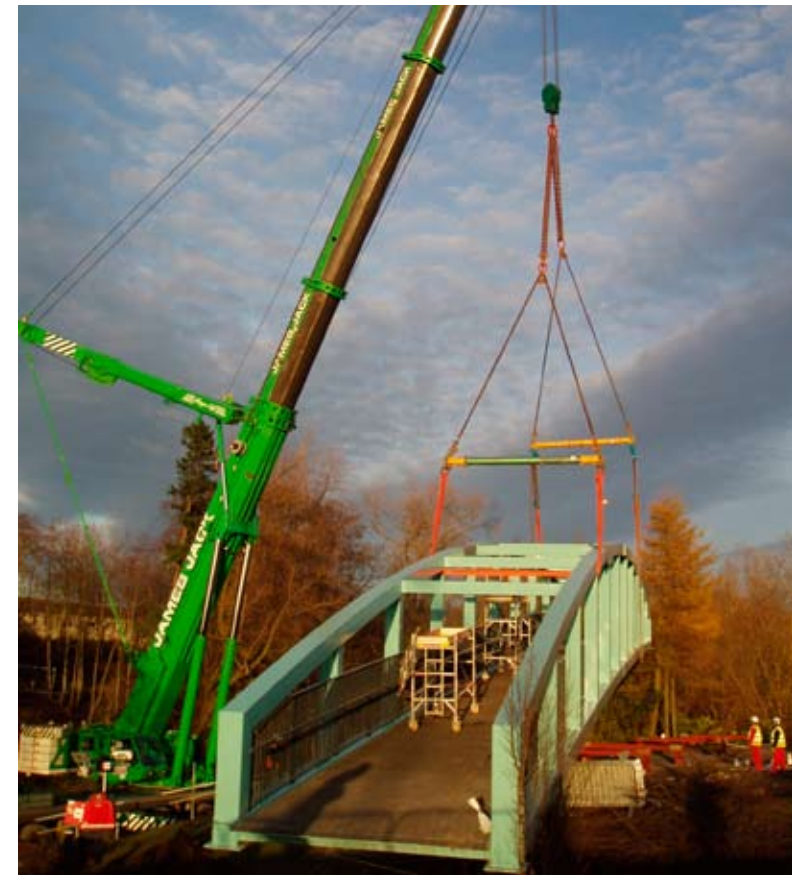
Tel: **01506 775392**

Email: [graeme.muir@westlothian.gov.uk](mailto:graeme.muir@westlothian.gov.uk)

### Customers with special requirements

Information is available in **Braille, tape, large print** and **community languages**. Please contact the **interpretation and translation service** on **01506 775000**

**Text phones** offer the opportunity for people with a hearing impairment to access the council. The text phone number is **18001 01506 464427**. A loop system is also available in all offices.



*Building a bridge in West Lothian*

Obtaining technical approval for  
**highway structures**

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## Introduction

West Lothian Council has over 575 bridges which it is responsible for on a daily basis and the numbers are growing. If you have plans to build a road or pedestrian bridge which you wish to be maintained by the council in the future this leaflet sets out our requirements.

Our procedure is in accordance with *BD2: Technical Approval of Highway Structures*, which can be found in the *Design Manual for Roads and Bridges*.

Technical approval is also required for the construction of retaining walls and the same procedure applies.

### Stage 1 – obtaining Approval in Principle

An Approval in Principle (AIP) between the promoter/designer and the council is to be agreed and signed by the designer. This agreement is countersigned by the council prior to the start of the detailed design work. We are happy for you to contact us to discuss the scope and scale of the new bridge in advance of starting the AIP.



The following aspects of the design process are covered in the AIP

- highway details
- site details
- proposed structure
- design criteria
- structural analysis
- geotechnical conditions
- checking
- drawings and documents

The AIP is an important agreement. It is a means of ensuring that the designer does not undertake any work which may prove to be abortive, if for example, the council are unhappy with any design standards being adopted by the designer.

Only once the AIP has been signed off should the designer progress with the detailed design. All designs must be carried out in accordance with the *Eurocodes for bridge design (EN1990 – 99)* and the appropriate National Annexes.



### Stage 2 – obtaining Design and Check Certificates

After completion of the detailed design and before the start of construction Design and Check Certificates require to be signed and submitted to the council. Only after these have been countersigned and returned by us should construction commence.

Both the designer and checker must be fully qualified and experienced engineers.

We would recommend that the design and check stage is completed in advance of any procurement process to ensure that any changes that may be required are accommodated within the pricing for the bridge.