

Application to enter into an Agreement under Section 38 and/or Section 278 (and Section 111 LGA 1972) of the Highways Act 1980

Refer to the Guidance and Technical Notes document when completing this form.

If completing by hand, please use BLOCK CAPITALS.

Please email your application to: [REDACTED]

Visit our website for more information: www.westsussex.gov.uk/roadagreements.

1. NAME AND ADDRESS OF DEVELOPMENT

Woodgate Centre
Oak Tree Lane
Woodgate
PO20 3GU

2. OWNER(S) OF THE LAND COMPRISING THE DEVELOPMENT

Name	
Organisation	Lovell Partnerships Limited
Address 1	Kent House
Address 2	14 - 17 Market Place
Town	London
Post Town	
Postcode	W1W 8AJ
Phone	
Email	

Additional owner(s)

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3. AGENT

All correspondence will be sent to the agent.

Name	James Bogumska-Higgins
Organisation	Arch Associates Ltd
Address 1	The Town House
Address 2	St. George's Square
Town	Bishops Waltham
Post Town	
Postcode	SO32 1AF
Phone	
Email	

4. APPLICANT/DEVELOPER (if different to landowner)

Name	
Organisation	
Address 1	
Address 2	
Town	
Post Town	
Postcode	
Phone	
Email	

5. SOLICITOR ACTING ON BEHALF OF THE APPLICANT/DEVELOPER

Name	
Organisation	Gateley PLC
Address 1	1 Paternoster Square
Address 2	
Town	London
Post Town	
Postcode	EC4M 7DX
Phone	
Email	

6. SURETY ACTING ON BEHALF OF THE APPLICANT/DEVELOPER (see Note 2)

Name	
Organisation	NHBC
Address 1	
Address 2	
Town	
Post Town	
Postcode	
Phone	
Email	

7. ROAD CONTRACTOR (see Note 4)

Name	
Organisation	
Address 1	
Address 2	
Town	
Post Town	
Postcode	
Phone	
Email	

8. PLANNING PERMISSION

Planning application reference	AL/107/21/PL
Date approved	19-Sep-2025



Copies of Planning Decision Notice and Approved Layout Plan are enclosed with this application

9. TYPE OF AGREEMENT

- ☐ Section 38 only – complete the “Section 38 Works” section
- ☐ Section 278 only – complete the “Section 278 Works” section
- ☒ Combined Section 38/278 – complete both the “Section 38 Works” and “Section 278 Works” sections

Section 38 Works

10. Start Date
11. Number of months required to construct the works to base course level (Part One Standard)
- Number of months required to complete all remaining works (Part Two Standard)

Section 278 Works

12. Target start date
- This must be at least 3 months from the date of this application.**
13. Duration of works (months)

☐ Programme of highways work is attached

14. List of statutory undertakers consulted

Copy of plan provided

☐ Copies of undertakers' replies and plans are attached

15. ADDITIONAL INFORMATION (complete as appropriate)

- (a) Do the Section 278 works need to be in place before the start of the new development? ☒ ☐ ☐
- (b) Do the Section 278 works need to be in place before occupation? ☒ ☐ ☐
- (c) Is there an existing access that can be used to construct the new development before completion of the agreement? ☒ ☐
- (d) Has a temporary access licence been issued to facilitate the construction of the new development? ☐ ☒
- (e) Have the works been the subject of a Stage 1 Safety Audit? ☒ ☐
- (f) Who is adopting the new surface water drainage system?

TBC

- (g) Has permission been given to connect to an existing highway drainage system? ☐ ☐ ☒
- (h) Has the design of street lighting been undertaken by the West Sussex PFI contractor? **Note:** Costs will be recovered through the agreement where the PFI contractor checks third-party designs and installation. ☒ ☐ ☐
- (i) Has the design of illuminated equipment, such as signs, bollards, and beacons, been undertaken by the PFI contractor? ☒ ☐ ☐

16. FEE (see Note 1)

☐

Fee (5% upfront for administration and inspection) payable online on the County Council's website or by bank transfer – refer to supporting guidance notes for details.

17. ANY OTHER INFORMATION

Start dates are yet to be finalised as we are looking to gain Technical approval prior to commencement of demolition which the client has programmed in for end of Jan / beginning of Feb 2026.

DECLARATION

I/We hereby apply to enter into a Section 38 and/or Section 278 with West Sussex County Council for works in connection with the above planning permission.

I/We have read the notes attached to this form and agree to comply with the requirements contained therein.

I/We understand that in the case of a Section 278 Agreement no works can commence on the public highway until the agreement is signed.

Please note: It is a criminal offence to commence the Section 278 Works before the agreement is in place and the County Council reserves the right to take any appropriate legal action against offenders. If the Section 38 Works commence in advance of completion of the agreement it is possible the County Council will be unable to adopt the works or will require extensive alterations prior to adoption.

Signed on behalf of the applicant/developer ¹	James Bogumska-Higgins
Name in BLOCK CAPITALS	
Position in company	Associate
Company	Arch Associates Limited
Phone	
Date	

¹ Typing your name here will be accepted as your signature.