Developer Portal User Guide

This guide describes how to use the Developer Portal to make Section 278 (S278) & Section 38 (S38) applications to Worcestershire County Council.

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Contents

Introduction

This document is one of a suite of guidance documents developed by the Development Control Team to assist developers with the application process to Worcestershire County Council (WCC), for S278 & S38 agreements. Other documents include:

S278 Technical Submission Checklist

S38 Technical Submission Checklist

Links to these documents can be found on our website.

S278 and S38 applications within Worcestershire are to be made through WCC's [Developer Portal](). The portal provides a central location for Developers and their Consultants to submit and track Highways Development Agreement applications with WCC. In addition, the portal enables communication between all parties involved to be recorded in one location accessible to those involved in the application. The portal provides collaborative working due to the applicant being able to invite other users (such as the Developer or other Consultants/Designers), to access individual applications so that they can share progress.

The Developer Portal can be accessed via the below link:

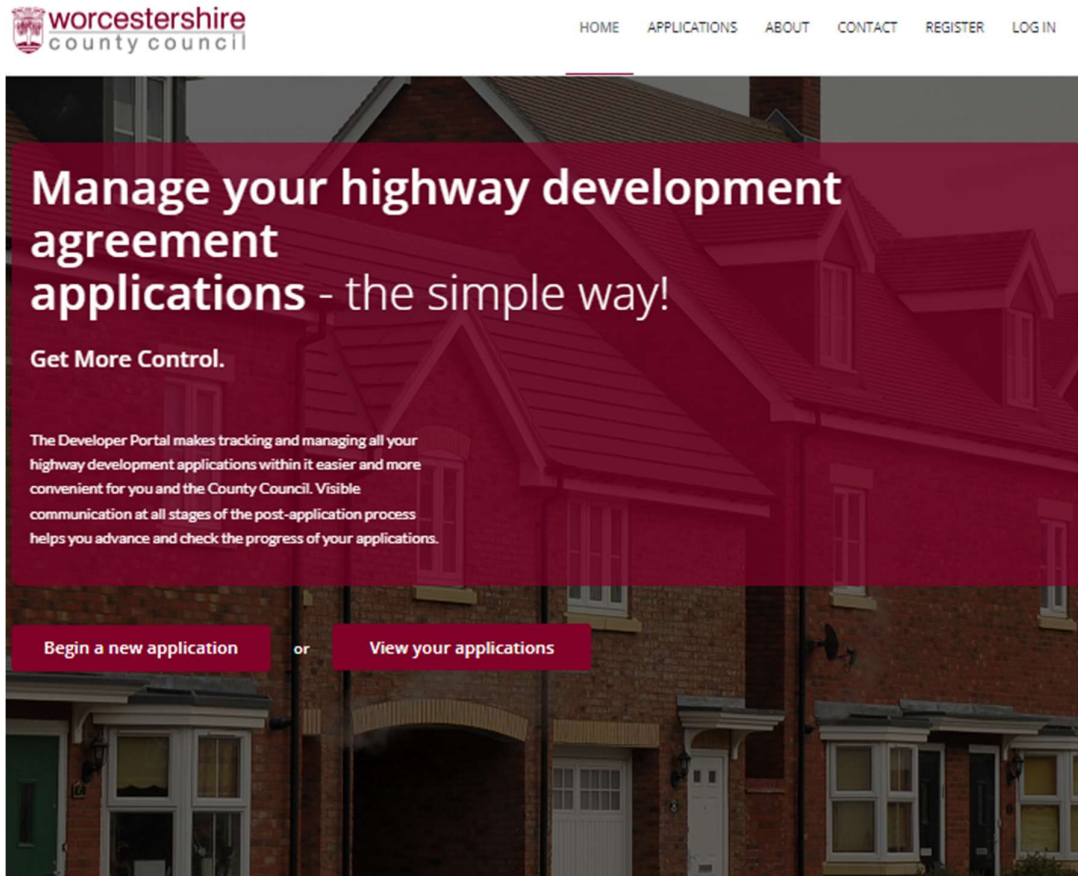https://worcestershiredeveloperportal.mastergov.co.uk/Home/Index

If you require any further guidance on making a submission or using the Developer Portal, please email: S278andS38developerportal@worcestershire.gov.uk.
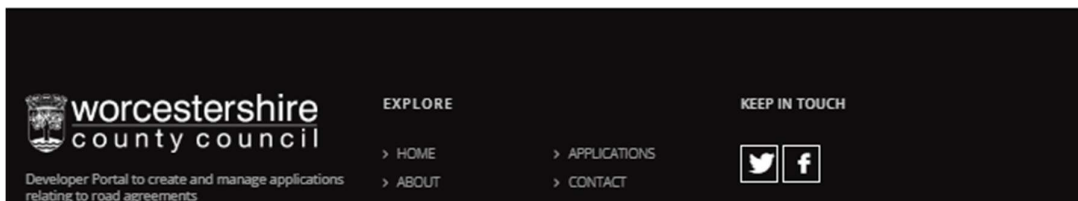
This User Guide details how to use the Developer Portal to make S278 & S38 application to Worcestershire County Council.

Registration

To register for the Developer Portal, click "Register" on the home page. Please note, logins for the portal are specific to the individual and not the organisation.

This will take you to the registration page, please complete the details as required. From the role profile please select the role most applicable to you 'Developer', 'Consultant', 'Contractor' or 'Other'. Select the organisation from the list. If your organisation is not listed, there is an option to enter it manually. **Please note 'Other' should only be selected if you do not belong to one of the other profiles.** Once complete you will receive an email asking you to confirm your registration.

Your Home Screen

Once registration for the portal has been completed, the home screen will become your landing page each time you log into the portal. Here you can start a new application or view your current applications. Current applications will show any applications you have started or have been invited to.

Column	Details
Application Number	This is the reference number applicable to the application.
Title	Title of the application
Stage Status	See Stage Status section
Technical Approval Status	See Technical Approval Status Section
Type of Application	If the application is a S278 or S38
Submission Date	The date the application was submitted to WCC.

Technical Approval Status

The stage status provides more information for an application as it moves through the life cycle through to Adoption.

Technical Approval Status	Meaning
Not Submitted	The application has not yet been submitted to WCC.
With WCC	This status will be shown to all applications on submission, indicating that the application is being reviewed by WCC. During this time the application will be locked, meaning it is not possible to update any of the drawings to the live application, or submit any additional information to the application.
Awaiting Information from Applicant	This status will be shown when a Development Control Engineer requires more information. The application will be unlocked allowing the respective party to update the application. When this occurs, a message will also be posted on the Developer Portal detailing the requirements. It is important that during the application process you follow the checklist and provide a complete package to avoid any unnecessary delays to the Design Audit and Technical Approval process.
Withdrawn	Shown if any of the interested partied who have been invited to access the application requests for the application to be withdrawn.
Rejected	Shown if the recommendation of the audit is non- approval.

![Worcestershire County Council logo]

Stage Status

The Stage Status provides an overview of where the application is and who is responsible for the next action.

Stage Status	Reason
Awaiting Receipt	First stage for all applications until the submission has been receipted by WCC.
Awaiting Submission Validation	The submission is being checked to ensure that it contains all the required information for a Design Audit to be undertaken (part submissions will not be accepted). Checks are also being carried out in accordance with the planning permission.
Awaiting Technical Approval	The submission has passed the validation stage, and a Design Audit can be undertaken. The status will show either "With WCC" or "Awaiting Information from Applicant".
Technical Approval Issued	Technical Approval has been granted.
Agreement Signed	The Legal Agreement has been signed by all parties and sealed by WCC.
Partial Completion Certificate Issued	A Partial Completion Certificate has been issued by WCC as the scheme is regarded as being substantially complete and a maintenance (developer defect liability) period can commence.
On Maintenance	The scheme is in its maintenance period.
Adopted	A Final Completion Certificate has been issued by WCC meaning that the agreement works are maintainable at the public expense (adopted).
Application Rejected	The Technical Approval Status is set to rejected – this is rare but would occur if insufficient progress had been made on an application over a prolonged period. Refer to the WCC S278 and S38 Guidance for Developers documents.
Application Withdrawn	The Technical Approval Status is set to withdrawn by one of the Interested Parties.

![worcestershire county council logo]

Starting a New Application

You can begin a new application either from the home page, or once logged in from the login in landing page. From the drop-down menu, select the relevant application type:

- Section 38 Agreement
- Section 278 Agreement

Please select an application type:

Please select a file type ⌄

Previous	**Next**

You will then be asked to input the Developers, Consultants, Solicitor and Contractors contact details. At this point you can invite any other interested parties via the invite user button. **It is recommended to invite users once the application details have been completed.**

Developer Details
Developer details are mandatory. This will be the details for the main contact of the person dealing with application for the developer. If the developer is also acting as the consultant, please tick the box at the bottom of the page. This will negate the need to input the consultant's details.

Consultant Details
Consultant details are mandatory. This should be the details of the main contact of the person dealing with the application for the developers lead consultant. **Please ensure to use the company name as listed on Companies House.**

Solicitor Details
At this point solicitor details are not mandatory and can be added later in the process. If these details are available, it is advised to add them at this point. This should be the details for the main solicitor dealing with the Legal Agreement for the

developer. **Please ensure to use the company name as listed on Companies House.**

Contractor Details

At this point the contractor details are not mandatory and can be added later in the process. If these details are available, it is advised to add them at this point. This should be the details for the main contact of the person dealing with the application for the developer's contractor. **Please ensure to use the company name as listed on Companies House.**

Invite Users

At any point during the application process the application can be handed over to a different party, or another person within the organisation. This can be completed via the invite user button. If the person being invited is not already registered on the Developer Portal, they will need to register as a user before being invited to share access to one or more projects already logged in the portal.

Anyone who is an "Interested Party" can complete the application and submit allowing collaborative working on the application. All listed interested parties will receive notifications regarding the application as it progresses.

Interested Parties

An interested party is anyone who has been invited to the application on the Developer Portal. This will most commonly be the Consultant and Developer. **Interested parties can be added and removed at point by anyone else who is an interested party. WCC do not have access to make changes to this list.**

We recommend that the Consultant invites at least one other person within their consultancy to ensure the application can be accessed in times of absence.

In addition, we recommend that at least one person from the Developer's Company should be invited to the application.

Application Details

The 'Title of the Application' should be the name of the application which all parties know the development as, for example its location. Where the application is in a phase of a larger development, the title should include the relevant phase details so that all parties are clear which phase is being submitted.

Proposal

For all applications, describe the highway works involved in this application and the associated Planning Reference.

Application Details

Title of application - (please use the location of the scheme) *

[ ]

Proposal - (please describe the scope/content of the highway works) *

[ ]

Previous | Next

Please note the application auto saves as you go through each screen. We advise that you do not close/exit the application until you have completed the 'Title of Application' and 'Proposal' for ease of locating the application when you return to it.

Upload Documents
The required files to be uploaded will be dependent on the 'Application Type' and further options selected. **Please note the maximum file size of 50mb.**

You are able to upload some of the required documents/drawings and then use the 'Save' button to enable you to return to application at a different time. If you receive an error when trying to submit many files at the same time, please try again and use the 'Save' button after each individual file.

To enable WCC to undertake an effective and efficient Design Audit, a number of the documents are mandatory (marked with a red asterisk). All mandatory documents are required to be submitted before you can move to the next screen. If you feel that your scheme does not require one of the mandatory documents, please email S278andS38developerportal@worcestershire.gov.uk with details of the application and the reason why the document/drawing is not required. If approved, a member of the team will provide you with a document that you can submit in place of the required document/drawing. **Please ensure the files have an appropriate Description, Drawing Number and Revision.**

There are guidance notes to accompany each type of document which details the requirements for submission. These can be found on our webpage in the S38/S278 Technical Submission Checklists.

To upload more than one file for an individual item (e.g. multiple drawings), click the '+' button next to the item in the checklist to add more. Any text already inputted will also be copied, however this can be amended to suit.

The 'Description' of the file should be the document title and must be provided for all uploaded documents. The 'Drawing Number' and 'Revision Number' are also mandatory.

Additional Documents

If you have any additional documents, that have not been requested on the WCC checklist, but you feel would be useful for the application, these can be uploaded on the "Additional Documents" page.

Submit

Before you submit the application, you are provided with a summary of the application. When you hit the 'Submit' button your application will be sent to WCC. WCC cannot see any of the application details (or indeed that the application is being drafted), until the application has been "Submitted".

A Submitted Application

Once an application has been submitted it will be visible on the Developer Portal under "Applications". This provides a summary of all of the applications to which you are an Interested Party. To open an application simply click on the application number.

Applications

Submit a new application

Start a new application

Application Status	Technical Approval Status	Application Number / Title
-- Please Choose --	-- Please Choose --	

Current Applications

Application Number	Title	Stage Status	Technical Approval Status	Section 38/278	Submission Date
RDA2763	Test	Not Submitted	Not Submitted	S278	Not Submitted

Application – Messages Tab

The messages tab should be used for all communications with WCC with regards to the specific application. The messages are stored within WCC's system alongside the submission. WCC are also able to post messages onto the Developer Portal.

Application Details

Invite User

| Main Details | Developer Details | Consultant | Contractor | Solicitor | Submission Documents | WCC Documents | Messages |

Messages

Send Message

Initial Development Request

Initial request received from the Developer Portal

07/01/2025 15:28:39

-

To send a new message press the "Send Message" button. A pop-up screen will be displayed for you to compose a message. Please click send once completed. A

notification will be sent to all the Interested Parties that a new message has been sent. The author of the message will also receive this email notification.

Please be aware that all messages posted will be visible in the "Messages Tab" by all Interested Parties. It is not possible to amend or delete a message once it has been posted.

Application – Main Details Tab

The 'Stage Status' and 'Technical Approval Status' are shown on this tab. Once the submission has been allocated to an WCC Development Control Engineer, their details will appear here.

If the application's 'Stage Status' is set as 'With WCC', you will not be able to make any changes to the application. The details below are only applicable if the 'Stage Status' is set as 'Awaiting Information from Applicant'.

Application – Key Contacts

It is possible to update the Developer, Consultant, Contractor and Solicitor details if they need to be updated. These contacts should only be the Main named contacts for the scheme within each organisation.

Application – Submission Documents Tab

These are documents that have been submitted to WCC by the Interested Parties.

You can supersede an existing drawing by pressing the '+' button next to that document and uploading the revised copy. You can upload new information by clicking the 'Add Additional Documents' button. Once you have finished you will need to press 'Resubmit' for the documents to be sent through to WCC for review. **Please ensure the revision number is completed.**

Application – WCC Documents Tab

This contains any documents that WCC share with the applicant regarding the submission e.g. Legal Agreements and Certificates. Interim Design Audit Reports can be downloaded by the applicant, updated by responding to any comments raised in the report and then uploaded back to WCC via the "Submitted Documents" tab keeping it as an Excel or Word document. Please DO NOT convert it to a PDF or other file format.

Application – Resubmit

The 'Resubmit' button should be used when the Consultant/Developer dealing with the application believe they have addressed all issues raised and have uploaded any associated revised or additional documents/drawings. Upon pressing the Resubmit button all Interested Parties receive a notification.

Appendix A - Frequently Asked Questions (FAQs)

1. What is the purpose of Messages?

Messages offer a way of communicating specifically about an application, it means everyone who is an Interested Party on an application receives an alert when a message is posted. This will hopefully mean there are no longer missed emails in personal mailboxes. It allows increased transparency for everyone.

2. What is the difference between Submitted Documents and WCC Documents?

Submitted Documents are those documents and drawings that the applicant has uploaded to the Portal, submitting them to WCC for review. WCC Documents are ones that WCC have upload for the Developer/Consultant (such as the Design Audit Report, any approved Departures from Standards and Certificates).

3. I received an email about a message or status change - what is this about?

There are several automatic alerts that are generated when changes are made to the system.

These are:

- Message Sent
- Technical Approval Status Changes
- Passed Validation
- Design Audit Engineer Assigned
- Legal Officer Assigned
- Technical Approval Granted
- Site on Maintenance (i.e. Partial Completion Certificate issued for S38 or S278 works)
- Site Adopted (i.e. Final Completion Certificate issued for S38 or S278 works)

The aim of these messages is to alert the Interested Parties that progress is being made on the application or that there is action required on their part to progress the application.

4. How do I upload revised versions of documents already submitted?

You can supersede an existing drawing by pressing the + button next to that document and uploading the revised copy. You can upload new information by clicking the 'Add Additional Documents' button. Once you have finished you will need to press 'Resubmit' for the documents to be sent through to WCC for review.