

**WARWICKSHIRE COUNTY COUNCIL COUNTY HIGHWAYS**

**APPLICATION FOR PERMISSION TO CONSTRUCT VEHICLE ACCESS CROSSING**

This application must be completed by the property owner and returned to:

**County Highways  
Warwickshire County Council  
Shire Hall Post Room  
Rear of Shire Hall  
Northgate Street  
Warwick  
CV34 4RL**

Tel: (01926) 412515  
Email: [vaw@warwickshire.gov.uk](mailto:vaw@warwickshire.gov.uk)  
[www.warwickshire.gov.uk/droppedkerb](http://www.warwickshire.gov.uk/droppedkerb)

**A non-refundable fee of £174 per application is payable to cover the cost of administration and inspections which will be chargeable on receipt of your application.**

**Our preferred payment method is online through GOV.UK/PAY. Once your form is received, we will send you a link via email with a payment reference number and instructions on what to do. Alternatively, you can send a cheque made out to Warwickshire County Council with your application form.**

**Please note your application will not be processed until payment is received.**

**1. NAME AND ADDRESS OF APPLICANT** .....

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**Postcode** .....

**Telephone No.** .....

**E-Mail Address** .....

**Preferred Contact Method**      **Email**       **Letter**       (Please Tick)

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**2. LOCATION OF CROSSING** .....

Address or precise description .....

if different from above address .....

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**3. LOCATION PLAN**

Please provide a simple sketch plan showing the footway and the proposed vehicle crossing in relation to your property. Clearly indicate the road name from which access is required, whether the existing footway surface is slabbed or tarmac. Also, explain why you want to widen the access and how wide you want the new access to be.

**Clearly show the dimensions of the area of parking on the frontage noting that the minimum dimension requirement is 5 metres deep at its shortest point by 2.4 metres wide set at 90 degrees to the carriageway.**

**4. VISIBLE OBSTRUCTIONS**

Please indicate on the location plan any visible obstructions on the footway, such as trees, lamp columns, manhole covers or any other street furniture.

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**5. DECLARATION**

**I am the property owner or have permission of the property owner.**  **(PLEASE TICK THE BOX TO CONFIRM)**

I wish to apply for a vehicle crossing at the above location and confirm that the information given on this form is correct.

Signed .....

Date .....