APPLICATION FOR PERMISSION TO CONSTRUCT A VEHICLE ACCESS CROSSING

A **non-refundable** fee of **£174.00** 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. If you require an alternative payment method, please let us know.

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

Prior to completing this form, **read the guidance on our website**: www.warwickshire.gov.uk/droppedkerb

Please ensure you complete the whole application form and can provide all documents relevant to your application/property.

1) Reason For Application			
Are you applying in response to a letter you have received about structural footway works due to be carried out outside your house? If yes, please also enter the scheme reference and engineer name from the letter.			
☐ No	☐ Yes	Scheme Reference:	
		Scheme Engineer	

2) Applicant Details:	
Name:	
Applicant Address	
Contact Number:	
Email Address:	

3) Location of Crossing: Address or precise description, if different from above address

4) A, B or C Classified Roads

If the proposed vehicle access is on an A, B or C classified road, you will need planning permission from the local planning authority. To find the road classification use findmystreet https://www.findmystreet.co.uk, alternatively please contact the Highways Searches team on searches@warwickshire.gov.uk..

Please tick the statement that applies to your application.

☐ The property is not located on an A, B or C classified road.

☐ The property is located on an A, B or C classified road and planning permission from the local planning authority is submitted with this application.

5) Conservation areas

If the proposed vehicle access is within a conservation area, you may need planning permission to convert your frontage to hard standing. If you are unsure, please contact your local district/borough council to check if you are in a conservation area and if planning permission is required for your property.

Please tick the statement that applies to your application.

☐ The property is not within a conservation area.

☐ The property is within a conservation area, and planning permission is not required for the proposed hardstanding/vehicle access crossing (including where permitted development rights apply).

☐ The property is within a conservation area and planning permission from the local planning authority is required. A copy of the planning permission is submitted with this application form.

6) Property Ownership

Please confirm the property ownership status by ticking the statement that applies and providing the relevant evidence of permission where requested, without which your application cannot proceed.

☐ I am a Freehold Owner and there are no restrictions/covenants on my property deeds

☐ I am a Freehold Owner with restrictions/covenants on my property deeds and attach permission for installation of a driveway.

☐ I am a tenant and a letter of permission from the landlord/legal owner of property is submitted with this application form.

☐ I am the Leaseholder of the property. A letter of permission from the Freeholder/Landowner is submitted with this application form.

☐ I am a developer/contractor acting on behalf of the Landowner.

7) Existing Vehicle Access

Extensions to existing vehicle accesses may be considered subject to safety and no detrimental effect upon the availability of on-street parking spaces. Approval will not normally be given for an additional vehicle access to the property. If you would like to discuss this further, contact us by emailing countyhighways@warwickshire.gov.uk.

Please tick the statement relevant to your property:

☐ There is no existing vehicle access. ☐ I am applying for an extension of the existing vehicle access.

Driveway on the property

Please tick the statement relevant to your property:

☐ There is an existing driveway on the property.

☐ A new driveway will be built on the property with adequate drainage to prevent surface water from being discharged into the public highway.

For applications relating to our structural footway works, the driveway **MUST** be in place prior to the footway works commencing or a vehicle access crossing cannot be installed as part of the works.

9) Driveway specifications

If your proposed driveway exceeds 5m² and will be surfaced using asphalt or another impermeable material (a surface that does not allow water to drain through), planning permission may be required from your Local Planning Authority. Planning permission is not normally required where a permeable surface is used, or where rainwater is directed to a lawn, border or other permeable area within your property where it can drain naturally.

The driveway must be designed so that surface water does not drain onto the footway or carriageway. Any planning permission required must be obtained before we can consider your Vehicle Access Crossing application.

☐ I confirm I have read and understood this statement.

10) Parking Area Dimensions

The minimum dimensions for the parking area on the property are 5 metres deep at its shortest point by 2.4 metres wide set at 90 degrees to the carriageway. If the access leads to a garage there must be a minimum depth of 6 metres to allow for door opening.

☐ I confirm that the parking area meets these minimum measurements

11) Highway trees

Highway trees will not be removed to accommodate vehicle access works. Possible damage to tree roots must be avoided at all times and this will be considered when processing applications.

☐ I confirm there are no trees obstructing the proposed vehicle access.

12) Streetlights

A distance of at least 1 metre is required between a vehicle access and a streetlight. If the distance between the proposed vehicle access and a streetlight is less than 1 metre or the streetlight is in the way of the proposed vehicle access, please contact streetlighting@warwickshire.gov.uk prior to application for an assessment to be undertaken to understand whether the streetlight can be relocated or removed. Please note, if the work is viable, there will be a cost for relocation/removal of the streetlight of approximately £1,800. Approval of this application may be given on condition of the removal/relocation of the streetlight.

For applications relating to our structural footway works, vehicle access crossings that require a streetlight to be removed or relocated cannot be included within the works programme due to the time required to arrange the necessary streetlight alterations.

☐ I confirm there is no streetlight obstructing the proposed vehicle access.

☐ There is a streetlight and I have consulted with streetlighting to arrange removal/relocation of the streetlight, and I attach evidence of this.

13) Utility Covers

Where there are any utility covers in the footway, please contact the owner for assessment, prior to application, as they may need to be adjusted, relocated or replaced with more suitable covers. Please be aware that the utility companies will apply their own charges for any inspections/work carried out.

Approval of this application may be given on condition of the utility cover adjustments being undertaken or alternatively, where possible, the width/location of the access requiring adjustment to avoid these.

For applications relating to our structural footway works, vehicle access crossings that require utility covers within the footway to be adjusted cannot be included within the works programme due to the time required to arrange the necessary utility company works.

Please tick the statement that applies regarding utility covers:

☐ I confirm there is no utility cover on the proposed vehicle access.

☐ There is a utility cover, and I have consulted with the utility company/companies to arrange adjustment or relocation of the cover, and I attach evidence of this.

14) Bellmouth Access



If the proposed dropped kerb is a Bellmouth (radius kerb), please contact us at highwayconsultation@warwickshire.gov.uk as this requires additional consideration.

☐ I confirm that the proposed dropped kerb is not a Bellmouth

15) Access details

Clearly state 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 the width required**. We do not allow full width accesses**.

16) Location Plan

Please provide a simple sketch plan showing the footway and proposed vehicle crossing in relation to your property, including the dimensions of the area of parking on the frontage. Indicate on the plan any visible obstructions on the footway, such as trees, streetlights, utility covers etc. Attach photographs of the drive and proposed crossing area.

17) Declaration

I agree that the information I have provided in this application form is accurate. Should I provide any incorrect or false information, then I understand that my application will be refused, and I will not be entitled to a refund.

The application cost is non-refundable regardless of the outcome.

Name:	**Signed:**	**Date:**

18) Supporting Documents Checklist

Please ensure that you include the following documentation (where applicable) to support your application. Tick to confirm what you have included with your application.

☐ Photographs of the area of the proposed dropped kerb and driveway including any visible obstructions.

☐ Local District/Borough planning permission for a dropped kerb on a road classified A, B or C.

☐ Local District/Borough planning permission for a dropped kerb within a conservation area.

☐ Letter of permission from the property freehold owner (if you do not own the property/land)

☐ Letter of permission for installation of a driveway relating to the restrictions/covenants on the property deeds.

☐ Evidence of consultation with Warwickshire County Council's Streetlighting team.

☐ Evidence of consultation with the utility company/companies.

☐ Other evidence – (give details of evidence provided below)

Please complete and return your application to:

Warwickshire County Highways Warwickshire County Council Shire Hall Warwick CV34 4RL	E-mail: vaw@warwickshire.gov.uk Tel: (01926) 412515