You must meet the terms of these GUIDANCE NOTES
Dropped Kerbs and Footway/Verge Vehicle Crossing
PLEASE READ CAREFULLY

The Council has developed an approved footway/verge crossing policy from January 2007 (revised January 2011). The objective is to minimise costs to residents of providing crossing whilst limiting risk and inconvenience to the community. The policy is built around the Council’s obligations as the Highway Authority under the Highway Act 1980, Part IX Lawful and Unlawful Interference with Highways and Streets, Section 130(1) Protection of Public Rights, and Section 184 (11) Miscellaneous, Vehicle crossing over footways and verges.

This is what it means to you:

If you would like a crossing, you may ask us for a quotation of the cost. We charge £118.11 (inclusive of VAT @ 20%), which is non returnable to cover the cost of consultation, surveying the site and producing the estimate. We will complete the works following receipt of full payment before construction. Instructions for payment and where to send your completed application are on the form itself.

You must be able to confirm the following before we will agree to a crossing.

- I have enough room on my property to park an average vehicle on a non-classified road (normally a minimum car space of 5.5 x 2.7m within the property boundary if fronting a garage or 4.8 x 2.7m within the property boundary in all other cases) The standard opening is 2.7 metres at the back of the public footway. (Maximum opening allowed will be 4.8 metre where the frontage can comply with the guidance notes).
- Any gates to the access will not open outwards over the highway
- I own the property or can prove that I have the property owner’s permission for a crossing
- I will provide the landowner’s written permission to cross any private land between my property and the highway
- I can cross the footway/verge at right angles (90º) onto a minimum vehicle standing area of 4.8m length x 2.70m width within my property.
- A Vehicle Footway Crossing covering the whole frontage of the property will not be allowed.
- If the hard standing is to be constructed using chippings then a 1 metre concrete apron is required adjacent to the Public Highway to prevent chippings coming onto the footway
- Where two adjoining properties share a driveway, and wish to build a double width crossing to serve the two sites, one occupier should act on behalf of both parties. Shared Driveways may be extended by 1.2 metres either side or in any one direction.
- 6 Metres is required to provide on street parking between properties.
You may require planning permission if you have engineering works (i.e. If a retaining walls are required to be constructed) New legislation under the Planning Act planning permission will be required for laying traditional impermeable driveways/vehicle standing. No planning permission is required if the new driveway/vehicle standing is constructed with permeable (or porous) surfacing such as gravel permeable concrete block paving or porous asphalt or if the rainwater is directed to a lawn or border to drain naturally. In all instances planning permission may be required before permission is given for a vehicle crossing please attach your planning permission/letter stating not required.

If the access is to be taken from a classified road, you will firstly need planning permission before we may provide a crossing. The standard requirement for any access onto a Classified Road that turning provision for a car must be provided within your private property. To enable a vehicle to leave the property in forward gear.

All access must have forward visibility is a requirement to the Class of the Road.(i.e. classified, unclassified, distributor etc)

The proposed resident’s vehicle standing should not drain onto the Public Highway. If the vehicle standing does slope/drain towards the highway, a channel must be installed to prevent such run-off. The channel should be connected to the resident’s private drainage system/soakaway.

A necessary safety inspection has to be carried out to make sure a vehicle crossing is feasible for the location and will not be allowed if it is within 10m of a junction (15m on a more important road) or otherwise present a potential danger to other road and footway users.

Please remember that the crossing is for access to your property only and remains part of the highway. Because the crossing is still part of the highway, we will be responsible for maintenance unless damage is caused by misuse or use by other than domestic vehicles in which case you could be responsible.

You are not permitted to park any vehicles on the crossover.

The material used for the vehicle crossing will be the decision of Plymouth City Council. Generally, the finished material will match the existing footway i.e. if the existing footpath is concrete; the new crossing will be constructed in concrete.

It will not be possible to install a vehicle crossing where there is a BT or similar communications chamber present. The level of these covers cannot be altered.

If we notice that a vehicle is being driven across a verge or footway without a crossing, the Council will serve a notice requiring that a crossing be constructed or the opening be closed up if unable to comply with above/ or impose certain conditions on continued use.

Applications submitted without a plan showing the area in which you wish to have a crossing constructed, including the area of garden being used, will be rejected. This should be no less than A4 and drawn with dimensions.
APPLICATION FORM FOR DROPPED KERBS/FOOTWAY VEHICLE CROSSING

Please draw a plan showing the area in which you wish to have the crossing constructed, including the area of garden being used. This should be on no less than A4 and drawn with dimensions.

Please read guidance notes prior to completing form and complete in BLOCK CAPITALS

Inspection Cost: - £118.11 (NON RETURNABLE).

Payment can be made by Debit or Credit Card, (not American Express) by calling either Accounts Receivable on 01865 713539. Alternatively payment can be made by cheque made payable to AMEY LG LTD. (Payment made by cheque will require 3 weeks to clear before works are progressed on this application).

Enquiries to Plymouth Transport & Highways, Planned Maintenance Operations Team, Hatfield House, Burrington Way, Plymouth, PL5 3LZ - Telephone No. 01752 668000

APPLICANT’S NAME

APPLICANT’S ADDRESS

POST CODE

TELEPHONE NO. HOME

TELEPHONE NO. WORK

LOCATION OF PROPOSED CROSSING: In front of property
Rear of property
Flank/side of Property

PLEASE TICK FOLLOWING:-

TYPE OF PROPERTY

PRIVATELY OWNED
PRIVATELY RENTED
COUNCIL/HOUSING ASSOCIATION
ATTACHED LETTER OF PERMISSION FROM HOUSING DEPT TO CONSTRUCT A VEHICLE STANDING/GARAGE FOR COUNCIL/EX-COUNCIL HOUSES

I HAVE ATTACHED A GRANT OF PLANNING PERMISSION OR LETTER FROM PLANNING STATING THAT PERMISSION IS NOT REQUIRED

NOTE: - THERE MUST BE AT LEAST 4.8METRES (16’) FROM THE BACK OF THE HIGHWAY TO YOUR HOUSE AND THE VEHICLE FOOTWAY CROSSING WILL BE 2.7 METRES MINIMUM WIDTH.

I CONFIRM THAT I HAVE READ AND UNDERSTOOD THE GUIDANCE NOTES AND THAT I WILL FULLY COMPLY WITH THEM (PLEASE READ THESE CAREFULLY)

SIGNATURE DATE

PLEASE TICK THESE BOXES

HAVE YOU ENCLOSED PLAN WITH DIMENSION?

HAVE YOU MADE A CARD PAYMENT? (Please note: Up to 3 weeks delay could occur if you opt to pay by cheque)

PRIVATE CONTRACTOR COMPLETING THE WORKS WILL BE CHARGED AN ADDITIONAL FEE FOR SUPERVISION/PERMIT SEPERATELY.

PLEASE INCLUDE ANY FURTHER COMMENTS YOU WOULD LIKE TO MAKE BELOW