

## PRE-APPLICATION CHECKLIST – PROPERTY HOLDER

### Highways Act 1980, Sections 171 and 184 Construction of a Vehicle Crossing of a Footway or Verge

Please complete this checklist and follow the guidance given, before submitting an application form for a vehicle crossing.

SECTION A – THE PURPOSE OF THE VEHICLE CROSSING?	
1 – Is the user registered disabled?	If yes, you may wish to seek advice from your local district Council before proceeding.
SECTION B – IS THE SITE SUITABLE?	
QUESTIONS	GUIDANCE
1 – Is there a minimum of <b>5m length</b> on your property? <b>Yes / No</b>	This is to ensure there is sufficient space so that a vehicle will not protrude over the footway/verge when parked. Notes: - if intended to fit gates, these must open inwards and if parking in front of a garage you will need to allow 6m length.
2 – Is there sufficient <b>width</b> for a single vehicle access? <b>Yes / No</b>	A minimum of 3m is required. Double width accesses are not generally permitted.
3 – Is the location of the access at least <b>15m</b> from a road junction? <b>Yes / No</b>	Seek advice if not sure or you live in a cul de sac within an estate.
4 – Will you be able to see pedestrians and vehicles well enough to drive out of the driveway without causing danger to either to yourself or other people using the road? <b>Yes / No</b>	The required visibility areas must be clear of obstructions, with any plants or structures (garden walls) kept below 600mm so that you can see over them.
5 – Is the area clear of trees for a distance of <b>1m</b> of the proposed crossing? <b>Yes / No</b>	It is unlikely that a vehicle crossing will be permitted if a tree is in the vicinity.
<p><b>If you have answered NO</b> to any of the first 5 questions, then it is very unlikely you will be successful if you continue to submit an application. The application fee is will not be refunded, so you are advised not to proceed further. For informal advice: 0845 155 1004</p>	
6 – Is a road sign or post, street light or any other street furniture in the way? <b>Yes / No</b>	If yes, these will have to be moved and you need to be aware this will increase the cost of the work. See cost guidelines table.
	<b>If yes, make a note here of all street furniture in the way:</b>
7 – Are there any parking restrictions in the area of the proposed vehicle crossing? For example if there is a pedestrian crossing, disabled bay, residents' parking zone, or pay and display <b>Yes / No</b>	If so, it is unlikely your application will be successful therefore seek advice before proceeding.
	<b>If yes, make a note here of all parking restrictions in the way:</b>
8 – Are there any inspection covers, stopcock covers, telegraph poles etc in the area of the proposed crossing? <b>Yes / No</b>	If so, be aware that, if your application is approved, you will need to arrange with the utility companies for these to be moved/lowered and this will increase your overall cost.

# PRE-APPLICATION CHECKLIST – PROPERTY HOLDER

## Highways Act 1980, Sections 171 and 184 Construction of a Vehicle Crossing of a Footway or Verge

Please complete this checklist and follow the guidance given, before submitting an application form for a vehicle crossing.

<b>SECTION C - WILL YOU NEED PLANNING PERMISSION?</b>	
If the answer is yes to any of the following questions, <b>you must</b> contact your local planning department before proceeding further as you probably need planning permission.	
<b>QUESTIONS</b>	<b>GUIDANCE</b>
1 - Is the property adjacent to a classified road? <b>Yes / No</b>	Roads listed A, B or C are classified roads and you will require planning permission.
2 - Is the property a multi-dwelling? (flats, maisonettes etc) <b>Yes / No</b>	Properties used for multiple occupancy rather than just one family home, will require planning permission for construction off-street parking area.
3 - Are you intending to use impermeable materials (i.e. concrete) to construct the hard standing area? <b>Yes / No</b>	The law changed in 2008 with the purpose of reducing the amount of surface water (rain) being discharged into the sewer network in order to reduce future flood risks. Therefore your hard standing must be constructed from permeable material so that water can soak into the surrounding ground. If you are unable to do this and intend to drain the water into your existing surface water drainage, then you will need planning permission. Further advice on suitable materials to use is available at: <a href="http://www.communities.gov.uk/publications/planningandbuilding/pavingfrontgardens">http://www.communities.gov.uk/publications/planningandbuilding/pavingfrontgardens</a>
4 - Is the property in a conservation area? <b>Yes / No</b>	If unsure, check with the Local Planning Authority
5 - Is the property a listed building? <b>Yes / No</b>	If unsure, check with the Local Planning Authority
6 - To create the hard standing area and enable level access to the highway, will excavation or engineering work be necessary? <b>Yes / No</b>	The County Council will not give permission for a vehicle crossing unless a suitable parking area will exist. However this needs to be constructed after the kerbs have been lowered and the footway strengthened. Otherwise the construction may damage the footway which poses a hazard to pedestrians. You would be incur liability if an injury occurred due to damage caused by your construction work.
<b>SECTION D - ARE YOU ELIGIBLE TO APPLY FOR CHANGES TO THIS PROPERTY?</b>	
<b>QUESTIONS</b>	<b>GUIDANCE</b>
1 - Are you the owner of the property? <b>Yes / No</b>	If you are a tenant you will need to contact your landlord/housing association and get a letter confirming permission to proceed. Enclose this letter with your application.
2 - Is, or was, the property owned by the council? <b>Yes / No</b>	If yes, you will need to contact the relevant Housing department and get a letter confirming permission to proceed. Enclose this letter with your application.