



Vehicle Access (Dropped Kerbs) **Information Pack**

Introduction

Thank you for your enquiry regarding the construction of a new vehicle access (dropped kerbs).

This process is in place to help people gain access from the road, across footways and verges, which are part of the highway. These procedures ensure that the safety of other road users and pedestrians is not compromised, and that damage is not caused to the road, footway or the utilities underneath. Vehicle access requests need to satisfy both planning and highway requirements before it can proceed.

Vehicle accesses are sections of pavement with a lowered kerb connecting a private driveway to the highway. The installation of vehicle accesses is paid for by residents but all are maintained by the Council. They provide a designated area for homeowners to drive their cars legally over the footway to reach their driveway.

Planning Permission

Before commencing the above process, you must check whether planning permission is required for the work by contacting your local District / Borough Council's Planning Department to confirm whether Planning Permission is required.

Generally speaking planning permission will be required for all accesses to all classified roads (class A, B and C roads) and sometimes on unclassified roads, for instance if the site lies within a Conservation Area. Again please contact your local District / Borough Planning Department for advice.

If planning permission is required, it is the applicant's responsibility to obtain the necessary consents and no further action will be taken by this Authority until planning permission is granted.

If they say that planning permission is not required, make sure you have that decision in writing and return these details with your application.

Pre Application Check list

If you answer yes to any of the questions below your application may not be approved and so there is little point in completing the Vehicle Access application and paying the necessary fees.

Activity	Yes	No	Notes
Is planning permission required? Is the access requested, onto a classified road? (i.e. C road & above) or are there engineering works being done within the property.			If yes, Planning permission will be required from your local District Council before you submit this form. Details of your local planning authority are available at www.leics.gov.uk/dropped_kerbs_planning
Has planning permission been refused for the access or the development?			If yes, this may be because the access arrangements were below the standard required.
Is the area you propose to use for a parking space less than 5.5m long x 2.5m wide?			The minimum parking space size required is 5.5m long and the access at least 2.5m wide.
Is the access at or within 15m of a junction?			Access needs to avoid conflict with turning traffic at junction.
Will the access consist of the standard 4 dropped kerbs and 2 transition kerbs?			A standard access is 4 dropped kerbs and 2 transition kerbs. Requests for a wider access will be considered, however may not always be granted.
Is the access requested at a bus stop?			To avoid conflict with traffic and pedestrians. Bus stops may need to be re-sited.
Is the access requested in a designated parking area?			To avoid conflict with parked traffic and visibility.
Is the access requested within 20m of a pedestrian or cycle refuge?			To avoid conflict with traffic and pedestrians.
Is the access requested within 20m of a traffic-calming feature?			To avoid conflict with existing features i.e. speed tables, chicanes
Is the proposed access from a road with a speed limit above 40mph?			The forward visibility requirements for the access are of a much higher standard and a turning facility may well be required.

Have you less than 45m clear visibility along the road from the proposed access?			Minimum standard for a road with a speed limit of less than 30mph.
Is the drive gradient steep? i.e. greater than 1:20 for first 5m?			Vehicles may ground when using the access.
Are there any service boxes in the area? (e.g. BT, Virgin Media etc.)			If yes, then the utility provider may need to be contacted to review a apparatus location. This may result in additional costs.
Is there a street lighting column that may obstruct the proposed access?			If yes then additional costs need to be taken into account for LCC to re-locate the street lighting column (if possible)
Is your property rented?			Obtain approval from owner of property. (e.g. Landlord)

This is not an exhaustive list there may be other things that may warrant refusal of access.

Note

Accesses should emerge onto the highway at 90 degrees or as close as possible to this angle, not parallel to the property.

In some places, space or safety considerations or steep slopes will make it impossible to construct a driveway or parking space within a garden.

More information on the requirements for vehicular access can be found on the 6C's Design Guide at the following web address

<http://www.leicestershire.gov.uk/environment-and-planning/planning/the-6cs-design-guide>

Construction

Vehicular accesses can be constructed by the County Council (Option 1) or a private contractor (Option 2), these options are explained further on the next page.

The applicant must realise that if they choose option 2 that they are responsible for a private contractor's work and any errors or omissions. By following option 2, the applicant is responsible for guaranteeing the works for 2 years against defects resulting from failures in workmanship or materials employed in the access construction and for any damage to the highway or utility apparatus, and any claims due to an incident caused by the works.

If you ask us to undertake the work, all risks will be met by the County Council. Also if Option 2 is followed the chosen contractor must have current New Road and Street Works accreditation and have at least £5 million public liability insurance at the time when the works are carried out.

Fees

There is an initial '**non-refundable**' application fee of **£150** for an officer to process the application to assess whether an access will be allowed. This fee must be sent with the application form.

If your application is approved and you choose to use a private contractor (option 2) then a further payment of **£240 (Permit Fee)** will be required before the permit is issued. If you have the works carried out by the County Council (Option 1) then this fee is absorbed within the construction costs.

Application Form for Vehicular Access

Once you have planning permission for the proposed access or, where appropriate, a letter stating it is not needed you should complete the enclosed application form for vehicular access (Form V.A.2.) and return it with your £150 cheque made payable to Leicestershire County Council to:

Customer Service Centre (E&T)
County Hall
Glenfield
Leicester
LE3 8ST
Tel: 0116 3050001

Upon receipt of your Application form (Form V.A.2.), an officer will visit the site and undertake a technical assessment to decide if approval will be given or not.

If the application is unsuccessful and not approved, you will receive a letter to this effect. Please note that the £150 fee will **not** be refunded.

If the application is successful and approved then a quote will be sent to you for Leicestershire County Council to undertake the works. You will be then presented with the 2 options as below:

OPTION 1 – Construction Works Undertaken by Leicestershire County Council

If you wish to accept the quotation and want the County Council to perform the work, sign and return the quotation acceptance along with a cheque for the amount specified in the quote.

Once your cheque has cleared, the works will normally be undertaken within 8 weeks. If you decide not to accept the County Council quote then you need to follow option 2.

OPTION 2 – Construction Works Undertaken by a Contractor of your own choice

You can choose to use your own contractor, but will need to supply the information requested on form V.A.3; along with a further payment of £240, proof of 5 million public liability insurance & a copy of their current New Roads & Street Works accreditation.

The submitted paperwork will then be validated, and if all the criteria are met a permit will be issued. You must not allow your contractor to commence any works until you have received a letter of authorisation from this Authority and you must pass on the results of any utility searches.

Officers may inspect completed works on an ad hoc basis to ensure that the specified standards have been met.

You have six months in which to appoint a contractor and complete the works. If not completed in this time the approval will lapse and a fresh application, with fee, will have to be made. It is essential that you pass the results of the utility searches and a copy of the authorisation from us to your contractor.