



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.

If your proposed access serves; 2 or more dwellings, a commercial or industrial development, or is a single access that forms part of a multiple property development, it will **not** be classified as a domestic vehicle access (dropped kerb), and you cannot apply through this process. You must contact the Infrastructure Planning team to submit a 'Major S184' application, email: road.adoptions@leics.gov.uk.

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 in case we require this evidence in the future.

Pre-Application Check list

If you answer yes to any of the questions below, other than Question 6, your application may not be approved and you should carefully consider whether it is worth completing the Vehicle Access application and paying the necessary fees.

Activity	Yes	No	Notes
1. a) Is the access requested on a classified road? (A, B or C road) b) Are there engineering works being done within the property?			If yes to either of these questions then planning permission will be required from your local District/Borough Council before you submit this form. Details of your local planning authority are available at www.leicestershire.gov.uk/find-your-district-council .
2. Has planning permission been refused for the access or development?			If yes, this may be because the access arrangements were below the standard required.
3. Does the proposed access serve; 2 or more dwellings, a commercial or industrial development, or is a single access that forms part of a multiple property development?			If yes then this will not be classified as a domestic vehicle access and you cannot apply through this process. You must contact the Infrastructure Planning team to submit a 'major S184' application please email: road.adoptions@leics.gov.uk .
4. Is the area you propose to use for a parking space less than 5.5m long x 2.4m wide?			The minimum parking space size required is 5.5m long and the access at least 2.4m wide, this is required to prevent vehicles overhanging onto the footway. A parking space must measure at least 5.5m from the highway boundary to the property or other obstruction.
5. Is the access at or within 10m of a junction?			Access needs to avoid conflict with turning traffic at junctions; if it is nearer than 10m it may be refused.
6. 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.

7. Is the access requested at a bus stop?			The access could cause conflict with traffic and pedestrians. Bus stops may need to be re-sited at the expense of the applicant.
8. Is the access requested in a designated parking area?			Accesses will need to avoid conflict with parked traffic and have suitable visibility.
9. Is the access requested within 15m of a pedestrian or cycle refuge?			Access needs to avoid conflict with traffic, pedestrians and cyclists; if it's nearer than 15m it may be refused.
10. Is the access requested within 15m of a traffic-calming feature?			Access needs to avoid conflict with existing features i.e. speed tables and chicanes; if it is nearer than 15m it may be refused.
11. 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.
12. Have you less than 45m clear visibility along the road from the proposed access?			This is the minimum standard for a road with a speed limit of 30mph.
13. Is the drive gradient greater than 1:20 for the first 5m?			Vehicles may ground when using the access if it is greater than 1:20.
14. Are there any service boxes in the area? (e.g. Media boxes, Stop Tap covers, Manholes etc.)			If yes, then the utility provider may need to be contacted to review the apparatus location. This may mean it is not possible to drop the kerbs or result in additional costs.
15. Is there a street lighting column, highway tree or any other feature that may obstruct the proposed access?			If so then additional costs need to be met by the applicant for LCC to re-locate the street lighting column, highway tree, or other obstruction (if feasible to do so).
16. Is the property rented?			If so we may need you to obtain approval from the 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.

A parking space must measure at least 5.5m from the highway boundary to the property or other obstruction.

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

If there are service boxes or utility apparatus in the footway/verge that may need altering, it will be the customers' responsibility to contact the utility company to determine if additional works to these are required. Any additional costs relating to these works must be covered by the applicant.

In some instances, e.g. where apparatus such as highway drainage is present and would require alteration, Leicestershire County Council may be unable to provide a quote for the works. In these cases, the customer would need to commission the design of an appropriate solution and have this design approved by LCC prior construction. All pertinent fees would be payable by the customer.

More information on the requirements for vehicular access can be found on the Leicestershire Highway Design Guide at the following web address:

<https://www.leicestershire.gov.uk/environment-and-planning/planning/leicestershire-highway-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 £10 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 apply online at www.leicestershire.gov.uk/roads-and-travel/cars-and-parking/vehicle-access-dropped-kerbs.

Alternatively, you can 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 online Application (or 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 or confirmation of BACS payment, for the amount specified in the quote. Once your payment has been confirmed, the works will normally be undertaken within 12 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 £10 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.