

Please read this document carefully before you submit your two-part application.

A Vehicle Dropped Kerb (VDK), often referred to as a dropped kerb/crossover, provides the legal means to allow you to access your property safely and easily using a car or other domestic vehicle. The kerbs are dropped from their normal height and the pavement or verge is strengthened to take the weight of the vehicle crossing it.

Householders do not automatically have the right to have a crossover. Each site will be assessed individually and against the current standards. Similar installations within a localised area will not automatically result in approval of a given application. Older, historic, crossovers in the same vicinity do not necessarily mean a new crossover will be approved.

Although the location of a vehicle crossover may seem safe, other factors will be taken into account when the decision is made. These factors could include the road aesthetics, local amenities, parking and associated restrictions, and the intended purpose of the requested location. This decision can only be made by the Highway Authority and will be made after considering all options. All costs involved will need to be funded by the applicant.

Gloucestershire County Council will collect personal information to fulfil the application process for the licence applied for and will not use the information outside of this. For full information on how we use and store your information please see the Highways Privacy Notice and the section relating to Licences, Permits and Permissions.

1. Legal Considerations

The construction of a dropped kerb for a vehicular access is governed by the Highways Act 1980 and the New Roads and Street Works Act 1991. Such construction is controlled, approved and licensed by us as the highway authority. Before we can give approval to a new (or alterations to an existing) vehicular access we must make sure the site does not affect safety and is not detrimental to other highway users.

It is essential that all applicants contact their local District or Borough Council to confirm whether planning permission is required. In the majority of cases, planning permission is not required but written evidence of this is still required.

Planning permission is not usually required to construct a crossover, but may be if:

- The property's vehicle access would lead directly onto a classified road (A,B or C road)
- The property involved is a listed building
- The access serves more than one dwelling, or serves commercial or industrial premises
- The property has had its permitted development rights removed.
- It is intended to construct a proposed off-highway parking area using non porous material such as concrete, asphalt concrete, block paving or similar.
- In certain areas additional planning consents may also be required (e.g. due to an increased risk of flooding you may need permission to pave over an area of your front garden), you will have to check with them over any such requirements.

1.1 Crossovers Requiring Planning Permission

In cases where planning permission is required, this must be obtained before an application for a crossover is made. A copy of every page of the planning consent including any relevant approved drawing must be supplied with part one of the application.

Applications for planning permission must be made to your local District or Borough Council Planning Team. Please note it takes approximately 8 weeks for a planning application to be considered.

1.2 Crossovers not requiring Planning Permission

If a proposed crossover does not require planning permission, the householder should apply for a suitability survey to be carried out. This is the first stage of the full application process. More information about the application process can be found on Page six of this document.

Written evidence that no planning permission is needed will be required to support your application.

If you would like to refurbish an existing crossover, the same application and payment is required.

2. Other Considerations

If you are a tenant of a council, housing association or leasehold property you will require the written permission of the relevant landlord.

The homeowner must check the property deeds to confirm there is no restriction on parking a vehicle within the boundaries of the property. (Often applies to New Build properties).

2.1 Specification

The standard vehicle crossover configuration consists of 2 sloping kerbs ("raker") either side of 3 dropped kerbs in the middle. This equates to a measurement along the kerb line of approximately 4.6 metres. Unless requested, this standard will be applied. An appropriate width dimension of 3.5m / 3.6m, at the rear edge of the crossover, would be expected. Please see the 'Space Criteria' section for more information on this.

We will not excessively widen an existing crossover and would only implement a widening of one further dropped kerb. If the result of this does not allow for a standard kerb to be placed between the new raker kerb and an adjacent crossing raker kerb, we would propose to join the two crossings.

Please note that similar installations within a localised area will not automatically result in approval of a given application. Older, historic, crossovers in the same vicinity do not necessarily mean a new crossover will be approved.

If you intend to provide a loose gravel driveway on your property, a mechanism must be put in place to ensure the gravel is retained and is not able to spread across the highway. If your proposed access crosses National Trust Land you will be asked to construct your crossing with a suitable material to complement the surrounding area.

An existing access to a property that becomes redundant will require the original pavement level and kerbing to be reinstated as part of the installation works of any new crossover. The cost of any kerb raising works will be born by the applicant and should be completed at the same time as installing the new dropped kerb.

2.2 Pavement Levels

Standard crossings will be constructed with the rear edge level with that of the existing rear edge of the footway. This minimises the potential for highway water entering private property. Homeowners may have to adjust ground levels within the property boundary to ensure there is sufficient angle to prevent vehicles grounding the underside when using the crossover to enter and exit the property.

A high degree of road camber or a considerably inclined vehicle crossover can also create grounding issues for either or both the front and rear overhang of a vehicle. Local ground levels and gradients may put limitations on the type of vehicle that can use a given crossover installation.

It should be noted that a crossover installation would not necessarily accommodate all vehicle types.

Vehicle crossovers will normally not be constructed with a down slope towards the property. Should this be necessary due to local ground levels, it may be required to include a system of drainage into the design to prevent highway water entering the private property.

2.3 Parking

A new, second or widened vehicle crossover may be refused if there is a very high demand for on-street parking and the impact of a second or widened crossover would be severe, unless direct safety benefits can be proven. Please read the 'Space Criteria' section further on.

The presence of a formally designated on-street parking space in the vicinity of the proposed VDK, whether in a Controlled Parking Zone or not, will mean that the request is refused.

If there is a Controlled Parking Zone which would be affected by the dropped kerb, the restrictions would need to be altered at cost to the applicant (this can be in excess of £10,000). If you are affected by this, we strongly advise you contact the Highways Office via our Contact Centre on 08000 514 514 for further advice.

A vehicle crossover is installed to allow access from the highway to private property. It is not permitted to park on the vehicle crossover. Doing so may be considered an obstruction under section 137 of the Highways Act 1980.

2.4 Statutory Undertakers (Utility Equipment)

As part of your checks, you will need to contact all of the utility companies to see what equipment is located underground. If there is equipment that requires adjustment or diversion you will be responsible for the arrangement and cost.

By signing part two of the application form confirms that you have made the necessary enquiries as required under New Road and Streetworks Act (NRSWA) 1991, that you have received the details showing where all the utility apparatus is located and have reviewed the responses.

2.5 Street Lighting/Other Street Furniture

If the crossover requires a streetlight to be relocated, we will let you know and give you further details on how to arrange for this to be done with Gloucestershire County Council's contractor (Amey). The cost will be borne by the applicant.

The relocation of other types of street furniture, such as gullies and road signs, can be carried out by the Contractor selected to undertake the crossover works. (At a cost to the applicant).

Please see the 'Safety Criteria' section for more information about streetlights and other street furniture in the vicinity of the crossover, and how this may affect your application.

2.6 Vegetation

Highway trees are a valuable environmental asset and every effort is made to avoid damage to them. A crossover may be refused if excavation will unduly disturb the root protection area of any trees located on the highway. This area essentially being that covered by the tree canopy and is calculated by measuring the circumference of the tree at chest height and multiplying by a factor of four.

All growth and topsoil is to be removed from the area of verge forming the access. For further guidance please contact Amey on 08000 514 514 or email gcchighways@amey.co.uk.

If the proposed Vehicle Crossover falls into this area, it may be necessary for a trial excavation to be carried out to establish the feasibility of installing the Crossover without undue root disturbance. The cost of this will be borne by the applicant.

No crossover will be permitted within a distance of one metre from the trunk of a tree.

Highway trees will not be removed to allow a vehicle access.

2.7 Drainage

Under the Highways Act 1980, it is illegal for water to flow from a private property onto the highway. If the proposed hard standing area is to be constructed from a non-porous surfacing material, surface water from the area will need to be directed to a drain within your own property. If the proposed area is non-porous and over five square meters, planning permission will be required.

Useful guidance can be obtained by searching for 'Paving front gardens' on the websites for:- the Royal Horticultural Society (www.rhs.org.uk), or the Communities and Local Government (www.communities.gov.uk).

2.8 Ditches/Watercourses consent

If the road has a ditch or stream running alongside it the VDK construction must ensure that water can flow unrestricted in this watercourse, as this may increase local flood risk. This means a bridge or pipe (culvert) may need to be installed as part of the works. Depending upon how the crossing is built, an additional consent may be required from Gloucestershire County Council under the Land Drainage Act 1991. If an additional consent is required it will be

identified in the suitability assessment. The cost of this and any additional work must be borne by the applicant and is separate to this application.

Following the works, the maintenance responsibility of the watercourse remains with the owner of the land, who under Common Law is referred to as the riparian owner. Therefore, the landowner must ensure that the culvert and associated ditch remains in good condition and free from obstructions.

If the works are undertaken outside of the simple VDK process a separate consent may be required and you should contact FloodRiskManagement@gloucestershire.gov.uk before works are carried out.

More information on watercourse consents is available at: <https://www.gloucestershire.gov.uk/planning-and-environment/flood-risk-management/land-drainage-consent/>

3. Space Criteria

You must have sufficient room on your property for a vehicle to be parked without it overhanging the public highway (vehicles on the access must not obstruct pedestrians).

The minimum requirement for a car to be parked on the owner's property at right angles to the road is 4.8 metres deep by 2.4 metres wide.

Where a car is to be parked end on in front of a garage the 4.8 metre depth dimension is increased to 6 metres to enable enough room to be left to open the garage door.

If a car is to be parked parallel to the road, the available space should allow a car to be parked without excessive manoeuvring. For guidance, in an area with no on-street parking and no footway, an off road parking space of no less than 6 metres long by 2.4 metres deep may be considered. The presence of a wide footway or verge and on-street parking may increase these figures.

Where the space available does not meet the requirements the VDK is unlikely to be permitted.

If you intend to have gates, the gates must open inwards onto your property. On A, B and C class roads it is advisable where space permits, for the gates to be back at least 6 metres from the edge of the road.

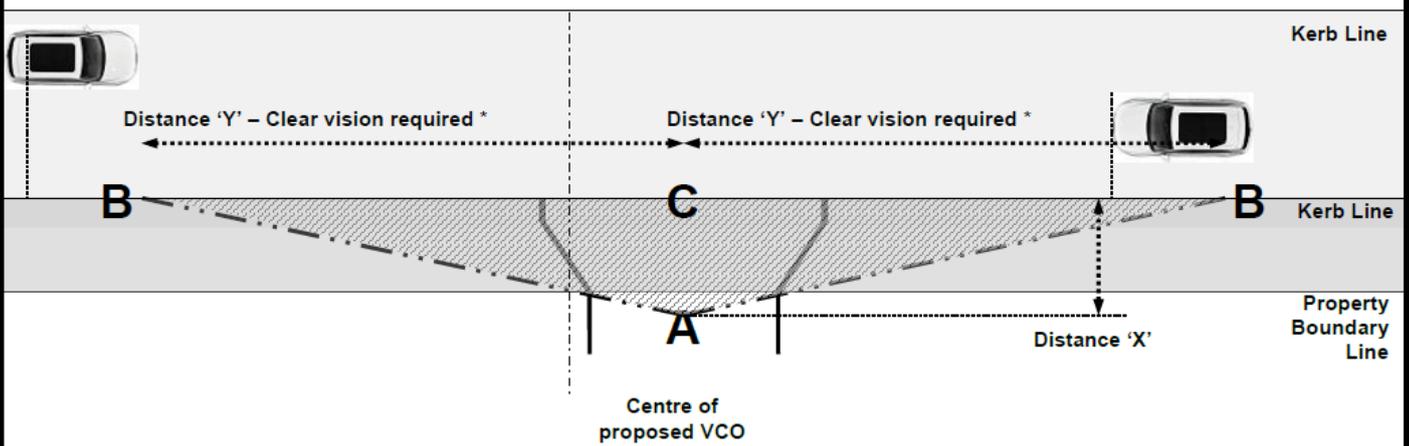
3.1 Safety Criteria

Vehicle crossings may not be permitted:

- i. At busy junctions where they create conflicts between highway users. Where the crossover is adjacent to and conflicts with a designated pedestrian crossing point.
- ii. if it is closer than 1m to any item of street furniture such as a lamp column or road sign which cannot be relocated.
- iii. if the resulting gradient across the footpath will be dangerous for pedestrians. (Steeper than 1:12)
- iv. On particularly busy roads, if cars cannot turn within the driveway.
- v. If the crossing does not meet the following visibility requirements: -

When standing at Point 'A' there must be clear vision along the dashed lines shown to point B for distance 'Y' from the table below.

PLAN VIEW



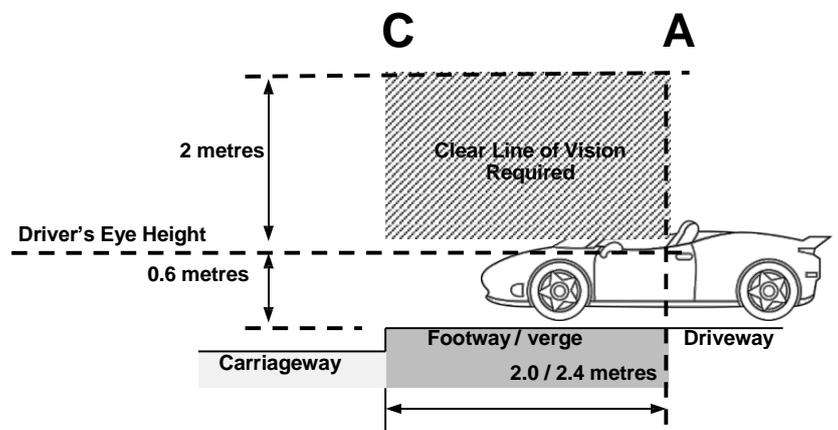
- Distance 'X' is 2.4 metres or 2.0m for single dwellings where 2.4m is unachievable.
- Distance 'Y' is dependent on the road speed limit as tabled below

Speed Limit	Y' Distance
20mph	25 metres desirable/ 22 metres minimum
30mph	45 metres desirable / 40 metres minimum
40mph	120 metres in rural areas /free flowing trafficked areas
	70 metres desirable / 63 metres minimum in urban areas
50mph	160 metres (relaxation only permissible following site specific assessment)
60mph	215 metres (relaxation only permissible following site specific assessment)

Notes: *Desirable figures apply to roads carrying buses/HGV's*
Minimum figures apply to roads with no buses and low numbers of HGV's
Localised adjustments may be required on roads with an incline of greater than 10%

SIDE VIEW

When looking left or right from Point 'A', a clear visibility zone must exist between a height of 0.6 metres and 2.0 metres above ground.



3.2 Refurbishment of existing crossovers

If you would like to refurbish an existing crossover the full application process will need to be applied. This is to ensure that the refurbishment is undertaken to the specification applied by the Local Highway Officer and works are completed to a quality standard.

4. The Application Process – Site Suitability Survey (part one)

A site suitability survey will be carried out for **all** applications and a nonrefundable fee is due with the application (see Fee Sheet). The survey application will be used to decide if you are eligible for works to take place.

Before applying, there is certain information you will need to provide including; the classification of your road, a sketch of the layout, planning permission document etc.

A Highways Officer will then come to your proposed location and carry out the site suitability survey. You will be informed if your application has been successful or not.

Due to possible changes in the vicinity, proposed location and surrounding properties, the approval of this survey will only be valid for twelve months. Work must be completed within this timeframe.

If approved, and you would like to progress the application further you will be invited to complete Part two of the application and pay the remaining fee (see Fee Sheet).

You will need to arrange a suitable contractor to undertake the work and agree with us the timeframe for the works to be completed in.

4.1 Works Certification and Permit (step two)

The works certification (part two) application can only be completed once part one has been completed and agreed.

This second stage requires further documentation about the chosen contractor; their qualifications and insurance together with further information about the work; timeframe and any working restrictions. You are advised to obtain at least three different quotes for the works. Your chosen contractor will need to hold a valid accreditation under the new roads and street works accreditation scheme to work within a public highway. Your contractor will need to have in place a current public liability insurance policy providing cover for up to £5m.

You will also need to obtain authority from utility companies who may have equipment under the crossover which may need to be moved. If there is any Utility equipment that needs to be adjusted, protected or diverted, you should contact the relevant Utility Company. The applicant shall meet the cost of any Utility works.

Do not confirm any start dates with the contractor until we have confirmed that those dates are available.

Gloucestershire County Council will review the Works Certification Pack and confirm if the proposed dates and contractor meet with our terms and guidance. If we are happy, we will confirm to you in writing that work can commence and issue your permit

4.2 Initiation of works

Any changes to the dates for work being completed should be agreed with Gloucestershire County Council before commencing. This is to ensure that works taking place on the highway are done so with the proper permits and do not clash with other works taking place.

You must telephone Amey on 08000 514 514 or email gcchighways@amey.co.uk regarding any changes to works start dates.

Gloucestershire County Council has the right to stop the contractor from working on the site if work is being completed outside the terms and guidelines.

Once the work is complete you should complete the final documentation so that a final inspection can be made and certification issued.

4.3 Post construction

Following the construction the crossover the local highway officer will make a visual inspection of the completed works within 28 days. The outcome of this inspection will determine if any remedial works are required.

When the inspection has passed, you will be informed and sent a 'Completion Certificate'. We will do this within **five working days** of the successful inspection. This certifies that a lawful crossover has been built and should be retained with the title deeds.

Following the works, the maintenance responsibility of any culvert or bridge installed remains with the owner of the land and you should keep any ditches or watercourses clear from blockages and regularly remove any silt which builds up.

5. Quality of Work

Once the work is completed, we will visually inspect it to make sure the work has been carried out satisfactorily and to specification. The contractor will be liable for the work for a period of two years after the construction. Gloucestershire County Council will then take on responsibility for any maintenance issues.

5.1 Core testing of vehicle crossovers

Approved contractors will have to adhere to a set construction criteria to ensure the safety and longevity of the works. After two years, Gloucestershire County Council will be responsible and liable for any failings in the construction of the works.

To ensure the quality of work of the approved contractors, we may carry out core testing on selected works. If you are unhappy with the quality of works on your crossover, and we do not agree this is the case, you may request that we carry out a core test at your expense.

A core is a 100mm diameter cylinder shaped extraction that is removed from the crossover and checked for compliance to specification in our materials lab. At the same time as the core is taken the core hole will be filled with approved material. The coring leaves the crossover fit for purpose.

6. Illegal Footway Crossings

It is an offence to carry out any works on the footway without our express permission. Unauthorised vehicle crossovers will cause the footway to deteriorate and put those using the footway at risk. We take seriously our duty to maintain our highways and protect it from damage, if necessary by legal action.

Where a driver habitually attempts to gain access to either a residential or commercial property by crossing the footway/grass verge where there is no constructed crossover, the Council has powers under section 184 (11) of the Highways Act (1980) to insist on the construction of a properly surfaced vehicle crossing, subject to meeting all relevant planning, highway safety and amenity criteria.

The approach will be to notify the occupier in the first instance to make them aware of the legal implications and to advise them both to stop crossing the highway and to apply for a crossover in accordance with the stated procedures. The Council can then charge the occupier with the costs of installation.

Please note consent for watercourse works cannot be given retrospectively and we may ask you to remove any works carried out without consent. You may also be liable for any flooding damage caused by unconsented works on a watercourse.

7. Checklist for Applicants

- Have you checked the 'Safety criteria' and 'Space criteria' in this document against the amount of space at your property?
- Are you the freeholder, leaseholder or tenant? If you are the leaseholder or a tenant, you must get permission from the freeholder before you apply.
- A, B or C road? You will require planning permission. Copy of your planning permission consent letter must have been submitted with Part one.
- D road? You may require planning permission. Written proof from your District or Borough Council will be needed to show if planning permission is or isn't required.
- Is there a tree trunk within one metre of the proposed crossover? An application may not be approved if so. Please read the section on 'Trees in the area'.
- Is the proposed crossover closer than 1 metre to any item of street furniture such as a lamp column or road sign? An application may not be approved if so. Please read the section on 'Space Criteria'.