

REQUEST FOR VEHICULAR ACCESS APPLICATION FORM

This document contains the following:-

- Guidance Notes for Applicants
- Application Form

Please return to
Highway Regulations
Brixworth Depot
Old Harborough Road
Brixworth
Northamptonshire
NN6 9BX

Tel: 01604 651072
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Email: regulations@kierwsp.co.uk

GUIDANCE NOTES FOR APPLICANTS

Introduction

Vehicular accesses, also known as “dropped kerbs”, are an increasingly common sight in residential areas. They grant greater security for parked cars from both random accidents and malicious acts, reduce vehicle insurance premiums and have a noted upward effect on the value of a property. Under Section 184 of the Highways Act 1980 Highway Authorities have the power to permit the construction of vehicular accesses to private properties.

Unfortunately they are also a source of risk on the highway, with Department of Transport figures stating that 12% of all collisions between a pedestrian and a vehicle involve a vehicular access in some way. Therefore Northamptonshire County Council, acting as the Highway Authority, has a duty to regulate the placement and construction of vehicular accesses within the public highway.

Other Authorities

If the location of your proposed access is on a classified road (i.e.: an A-, B- or C-road) then it will be necessary to obtain planning permission from the relevant borough council’s planning department prior to obtaining a licence.

Should the location be within a conservation area then you will need to contact the local town or parish council for any additional requirements that they may have.

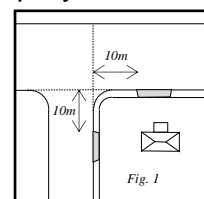
Also, be aware that in some towns (notably Corby & Wellingborough) there are many grassed areas that are not publicly maintained highway but are looked after by the borough council. Should you wish to cross such land (and it is your responsibility to determine if such is the case) then you would need to obtain permission from the relevant council.

Conditions & Limitations

We have placed a number of criteria that a property must meet in order for a construction of a vehicular access to be permitted. These criteria are drawn from accident statistics, central government guidelines and local policy requirements. Some of these criteria can be relaxed if a resident of the property is the holder of a valid disabled Blue Badge. It may also be necessary for additional work to be done in order for an access to be constructed.

The following criteria must be met by your property in order for construction of an access to be permitted:

- **Space:** There must be an unobstructed space of at least 5m deep by 3m wide within the bounds of your property.
- **Entrance & visibility:** If sightlines are unobstructed from a height of 1.2m there must be at least 3m of space at the boundary of your property and the highway boundary to form an entrance. If this visibility requirement cannot be reached then a minimum of entrance width of 5m is necessary.
- **Corners & junctions:** There must be at least 10m between the entrance to a junction or sharp corner and the location of the proposed vehicular access (see Fig. 1).



- **Obstructions:** There must be no street furniture such as street nameplates or street lighting at the location of the proposed access. It may be possible to arrange for such features to be moved, but the cost for any such works would be borne by you.

The following circumstances will cause your request for construction of a vehicular access to be denied:

- **Off-road parking:** If there is already a vehicular access providing the property with off-road parking (this includes a garage or parking area that exits onto a different road to the property's address) then a second, separate access may not be built. However, it may be possible to extend the existing one.
- **On-road parking:** If the proposed access would exit into pre-existing on-road parking, such as a lay-by or pull in, then its construction may not be allowed.
- **Traffic calming:** If there are traffic calming measures (e.g.: speed humps) in the carriageway in front of or adjacent to the proposed access then it would not be permitted.
- **Trees:** If there is a tree (or trees) in front of your property such that any constructed access would be closer than 1m to the trunk. This is increased to the width of the tree's canopy if there is an access on the other side of the tree in question.

Please note that this list is not exhaustive, and that there are other circumstances that may prevent the construction of a vehicular access.

Costs

A quote for the total cost of the works cannot be provided from this office, Northamptonshire County Council not having done these works privately for many years. There is a licence & inspection fee of £243.23, but this should not be paid until the licence is being applied for. This fee can be paid directly by you or by the contractor.

What You Should Do

- Complete the attached form and return it to the address on the cover of this document. You will be notified by post regarding the success of your application – this can take up to 28 days.
- If your application is successful you will, with the letter, receive a list of contractors authorised by the County Council for this type of works. We will not issue a licence to a contractor not on this list.
- Once you have chosen a contractor they will obtain the documentation we require and then send it to our office where we will issue the licence to them.
- Works will usually commence within 2-3 weeks of the licence being issued to your contractor.

Application to be Considered for a Vehicular Access

Name of Applicant: _____

Address: _____

Telephone No.: _____

Blue Badge No. (if applicable): _____

Planning No. (if applicable): _____

Will the proposed access exit onto a different street than the postal address? If so, please provide:

Does the property meet all of the criteria listed above? (tick each one Yes or No)

Space?	Yes	_____	No	_____
Visibility?	Yes	_____	No	_____
Junctions?	Yes	_____	No	_____
Obstructions?	Yes	_____	No	_____

If you ticked No for any of the above please describe:

Does the property have any of the following? (tick each one Yes or No)

Off-road parking (inc. garage)?	Yes	_____	No	_____
	Extension	_____		
On-road parking?	Yes	_____	No	_____
Traffic calming outside?	Yes	_____	No	_____
Tree(s) outside?	Yes	_____	No	_____

If you ticked Yes for any of the above please describe:

Please provide any additional information that you believe may be relevant:

I confirm that the information I have provided above is accurate to the best of my knowledge and give permission for a Highways inspector to enter my property for the purpose of making measurements to assess my application.

Signature: _____ Date: _____

Please complete in block capitals. Be aware that the use of false information will cause your application to be refused.