

HIGHWAY NETWORK MANAGEMENT

VEHICLE ACCESS CROSSING (DROPPED KERBS)

INFORMATION AND APPLICATION PACK

Appendix C

Last amended 26 March 2018
Owner: NMU
PMS: Public

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1. INTRODUCTION

Staffordshire County Council's Network Management Unit controls all activities on the highway network to ensure that such activities are carried out with the proper permissions in place, that they are done with safety in mind and that they are properly co-ordinated with other activities which may be present in the street.

A necessary part of managing the highway network is allowing people the ability to access private land from the highway, where it is safe to do so. For this reason, any persons wishing to create an access must seek permission from the highway authority which if approved, is granted under Section 184 of the Highways Act 1980. This permission is granted to the landowner (or tenant with landowner agreement) and is valid for 3 years.

Accesses can be constructed in one of two forms namely either dropped kerbs or a new bell mouth construction. This pack covers **dropped kerbs only** and if you propose to construct a new bell mouth access you will need to obtain either a minor or major works agreement from the highway authority. Information packs are available from the Network Management Unit so please contact us for advice.

If your proposal is to drop kerbs to create an access please review this pack thoroughly to ensure you understand the process and requirements. An application form is contained and once completed is returned to the Network Management Unit for assessment. The application form requests all of the information we will need to assess whether an access crossing can be allowed and on receipt we will carry out a site inspection to confirm the details provided to ensure there are no additional factors which that need consideration.

An administration charge of £120 is made to cover the work that the County Council undertakes and is calculated on the average amount of time that officers spend in dealing with an application.

2. ITEMS FOR CONSIDERATION PRIOR TO APPLICATION

The highway authority is not required to grant permissions in all cases as it is not a given right to have a vehicle access from the highway, only where it is safe to do so and where it does not interfere with the operation of the highway. In some instances it is not safe for an access to be allowed and section 3 contains conditions which must be satisfied therefore we request that you read this section carefully. There is a charge to process your application and the fee is not refundable, even in the event of a refusal, therefore we have provided as much information as possible so that you can carefully and accurately consider your proposal before applying.

Please also note that in some instances in order that your access is properly constructed you may be required to adjust or protect utility apparatus. It is your responsibility to liaise with the appropriate utility companies and seek their requirements. A contact list is available on request from the Network Management Unit. We strongly advise that you obtain estimates of costs from utility companies prior to undertaking any works as sometimes their costs can be extremely high.

In some instances your proposal may also require planning permission from the District Council Planning Department. This permission if required is in addition to approval from the highway authority. The planning permission process does not accommodate all of the highway authority processes and therefore if required, planning permission must be obtained first, followed by completion of the application form in this pack for highway authority approval. Further details are provided in the section 3.

Associated Permit Required Prior to Construction

Even though you may receive approval for access crossing you cannot undertake the works yourself. Works on the highway can only be undertaken by an insured and accredited contractor and your chosen contractor is required to obtain approval separately. This approval is called a Permit to Dig and is necessary so that we can ensure your contractor has registered the necessary insurance and accreditation with us and the permit also acts as a road-space booking form recording all works undertaken on the highway and allowing co-ordination of these works with other works taking place by others.

In summary, your chosen contractor must:

- Be registered on Staffordshire County Council's Network Management Register.
- Hold public liability insurance for the sum of £5million with no limit on the number of claims and indemnify both the applicant and Staffordshire County Council with an appropriate insurance certificate.
- Employ operatives and supervisors who are trained and accredited to the requirements of the Codes of practice set out in the New Roads and Street Works Act 1991.
- Accept the standard conditions applied to the permission for working in the highway, any special conditions applied and a two-year maintenance period for the works during which time, you and the contractor will be responsible for any claims arising from the works.
- Provide update notices confirming when works have started, finished and registration of all reinstatement dimensions.

Contractors are required to provide 20 days notice of the proposed works. Registered contractors are aware of this requirement but should you chose a company that is not

registered, details on how to obtain the necessary form is provided with the approval which should be given to your chosen contractor.

You must be aware that in some instances the highway authority may approve an access crossing but apply conditions to the Permit to Dig controlling the construction and/or timing of the works. The applicant will bear the cost of any requests and/or restrictions placed by the highway authority. An example of additional costs incurred could be where timings are restricted such as permitted working hours or a delay in commencement (such as a restriction that the works can only take place during school holidays).

An inspection will be made by the County Council's inspector whilst the works are being undertaken, and a further inspection will be made within six months of completion of the works. The charges for these inspections are included within the Permit to Dig administration fee. When your works are completed you will have a legal access crossing onto the highway. The area of reinstated highway always remains the public highway but you are responsible for maintenance of the access in the first 2 years of its life. After this time, responsibility for maintenance reverts back to the Highway Authority.

Permission Validity and Exchange

All applications are recorded by the Network Management Unit and approvals are valid for 3 years. Works can be carried out at any time during the 3 years hence why it is mandatory that a Permit to Dig is obtained by the contractor at the time of works so that we are aware of when the necessary works inspections need to be carried out. The contractor is required to quote the reference number provided so it is important that the approval is kept safe during the validity period. Applicants in receipt of an approval may choose not to carry out the works immediately and may even choose to vacate the property in this period. For this reason the original documentation confirming permission can be handed over to new occupiers and we will uphold the permission during the validity period.

Power by the Highway Authority to Remove the Access and Reinstatement the Highway

Failure to comply with conditions applied to an approval could result in the highway authority removing the access by reinstating the highway back to its original condition. In such cases, a notice will be served on the landowner a minimum of seven days before any works commence. A resolution will be sought but should the licensee fail to respond, the highway authority will instruct works to commence and all costs incurred including reinstatement can be recharged to the property.

3. REQUIREMENTS AND CONDITIONS

Please provide as much information as possible to support your application. A map showing exactly which road and where your property is on the highway network is required and if possible it would be helpful to include a sketch of your proposed access to the property with dimensions included (please see Appendix C of these Guidance Notes for an example of the type of information that we need to process your application). Payment of the fee will be sought once your application has been received by the team. Please do NOT provide card details on your form – we will contact you for them once your application is registered.

Important Note: If you submit an application knowing that certain conditions cannot be met your application will be refused and the administration charge is not refundable.

REQUIREMENTS FOR AN ACCESS CROSSING

An application for a new access will only normally be considered when applied for by the landowner therefore you are required to state that you are the landowner on the application form. If you are a tenant of a council or housing association, or leasehold property, you will require the permission of the relevant landlord. Please submit a copy of the written permission with the application form.

If you live on a classified road, i.e. an 'A', 'B' or 'C' road, you will require planning permission. In this instance, please contact your Borough/District Council's Planning Officer, who will advise you of the procedure. We are unable to process applications until planning permission is granted. Occasionally planning permission is required for some other types of crossing location or as a result of works on private land e.g. for accesses to flats, offices, shops and certain conservation areas. You are required to ascertain if planning permission applies to your proposals but if unsure, the following contacts can advise:

Stafford Borough Council
Staffordshire Moorlands District Council
East Staffordshire Borough Council
South Staffordshire Council

Lichfield District Council
Tamworth Borough Council
Newcastle Borough Council
Cannock Chase District Council

It is your obligation to ascertain if planning permission is required and provide a copy with your application form. You must also check your deeds to confirm there is no restriction on parking a vehicle within the curtilage of the property.

CONDITIONS THAT MUST BE MET TO APPROVE A VEHICLE ACCESS CROSSING

All of the following conditions must be met in order for an approval for a new or extended vehicle access crossing to be granted. The conditions are as follows:

Room required within Your Property/Premises

Domestic Access:

- You must have sufficient room on your property for a vehicle to be parked, without it overhanging the public highway. The desirable distance from the highway boundary or improvement line is 6 metres. The absolute minimum distance is 4.8 metres.

- The above distances must be achieved in a transverse direction, i.e. perpendicular to the line of the road. Lateral parking (e.g. in line with the road) is not acceptable.
- The above distances must be increased if you intend to have gates. The distance must be increased to accommodate room to open the gates as they must be opened away from the highway, i.e. inwards towards your property.

Commercial Access:

- You must have sufficient room on your premises to cater for all types of vehicle that are likely to use the premises, e.g. refuse vehicle, commercial vehicles, etc. It is usual also that there is sufficient room for all types of vehicles to turn around within the off-highway areas. It may be necessary for turning paths to be provided in support of your application – all details must be submitted for approval.
- If your premises are to be gated, the gates must be opened away from the highway, i.e. inwards towards your premises and sufficient room must be available to accommodate this.

Levels of the adjacent Access Roads/Driveway/Parking Area

- Where there is a difference in level between your property/premises and the road, the slope must be safely negotiable. The gradient of the access road, parking area or driveway should not exceed 1 in 10 for the first 4.8m to the rear of the highway boundary or improvement line and the profile of the access road, parking area or driveway or parking area should not create a problem for vehicles with low ground clearance. All details are to be submitted for approval.
- The level of the highway boundary or improvement line at the edge of your property/premises shall be such that a 1 in 20 cross-fall towards the edge of carriageway can be achieved. Where necessary, compliance with this requirement must be achieved by adjustment to the surface levels of the applicant's boundary, forecourt or driveway. The achievement of the correct footway/verge cross-falls, is an important factor in ensuring that highway surface water does not enter your property, due to the absence of the full kerb height in the carriageway channel.
- Surface water from the property/premises shall not be discharged onto the public highway. Levels should be set to ensure that water is drained into either the property/premises, or where this is not possible to achieve this the provision of drainage channels, or similar, is required to intercept water before discharging onto the public highway. No soak-aways to drain access roads, private driveways or parking areas shall be within 4.5 metres of the highway boundary or improvement line.

Width and Number of the Access Crossings

Domestic access:

- A crossing will not be approved, or an existing crossing widened, so that it covers the full width of your property. The standard width of a dropped kerb crossing is 2.75 metres. If you require the access to be wider or narrower than this, please state the required width and reasons for the variation on the application form.
- Only one crossing into a property will be approved. Separate "in and out" crossings are not normally permitted. If you require a second access and there is specific justification, please include these details in the relevant section of the application form. If you have vehicle access to the front and rear of your property, crossings at each frontage may also be allowed, provided it is not possible to drive from one to the other through the property.

Commercial access:

- The width of crossing must be appropriate for the types of vehicle and standard of use of the access. A crossing will not be approved, or an existing crossing widened, so that it is excessively wide or narrow relating to the proposed use. Details of the crossing must be submitted for approval.

- Usually only one crossing into premises will be approved, although in certain circumstances separate “in and out” crossings may be considered. If you require a second access and there is specific justification, please include these details in the relevant section of the application form. If you have vehicle access to the front and rear of your premise, crossings at each frontage may also be allowed, provided it is not possible to drive from one to the other through the premises.

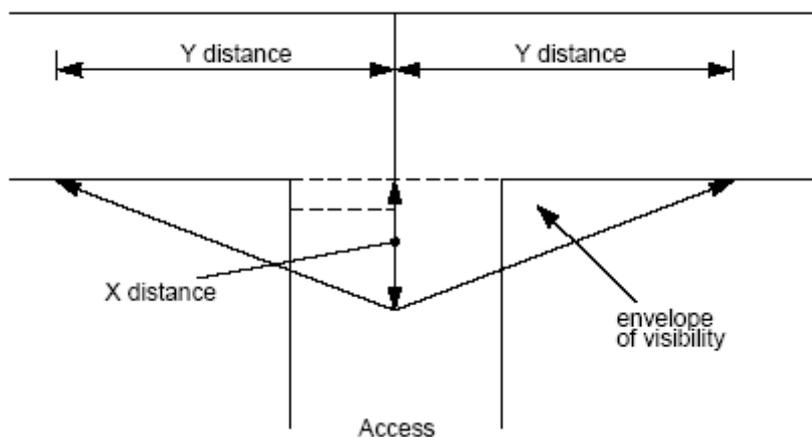
Visibility

- Visibility splays must be provided in keeping with the standard of road that the application is being made on. On classified roads (A, B, C class roads) the highway authority will impose conditions as a result of the necessary planning approval.
- A new vehicular access to the highway on an unclassified road will also need to achieve adequate visibility. This means that a driver of a vehicle leaving the proposed access must be able to see approaching vehicles travelling along the roadway from both directions at a minimum distance of 2 metres back from the edge of the carriageway. A driver’s view of the roadway must be unobstructed and not restricted by objects such as hedges, walls etc. The distance that the driver is required to see along the roadway will depend on the speed limit along the road at the location in which the new access is proposed. As may be seen from Table 1 below for a speed limit of 30 MPH a driver is required to be able to see 70 metres in each direction along the road (measured along the nearside carriageway edge) when viewed from a distance of 2 metres rear of the carriageway edge. The area required to be retained free of obstruction known as a ‘visibility splay’ is shown in the Figure 1 below.

Table 1

Speed Limit of Road (MPH)	Length of Visibility Splay (metres)
20	33
30	70
40	120
50	160
60	215

Figure 1: Highway Visibility Diagram



Notwithstanding the above the Highway Authority is mindful that in certain locations vehicles travel at a speed considerably less than the prevailing speed limit for that length of the road. This may be due to the alignment of the road naturally reducing vehicle speeds. In such situations the applicant should seek the advice of the Highway Authority as to whether a reduction in the required splay length would be permissible.

In urban locations it may be deemed appropriate to reduce the required ‘visibility splays’ to be provided either side of the new access as shown in Table 2 below. The reduced splay lengths will be considered in locations in which it is felt that the road to which access is to be gained is characterised by significant frontage activity such as urban streets enclosed by buildings with existing accesses to adjacent properties and significant pedestrian activity at the road side.

Table 2

Speed Limit of Road (MPH)	Length of Visibility Splay (metres)
20	25
30	43

Please note that objects not exceeding 600mm in height above the level of the road to which access is being provided may be retained; a low boundary wall / hedge or low level planting may be permissible.

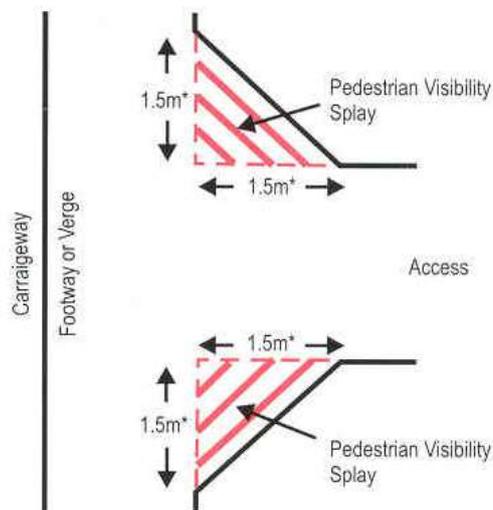
For further guidance and advice regarding the provision of visibility splays to a new access the applicant is advised to contact the Network Management Unit.

Note: Visibility for carriageway traffic as detailed above is only required from the edge of the carriageway and only affects a proposed vehicle access crossing where the verge or footway is narrow (i.e. less than 2m)

Pedestrian Visibility

Pedestrian visibility splays are required to allow drivers to see pedestrians as they emerge from their access road, driveway or parking area, and to allow pedestrians to see the vehicle.

Fig 2 – Highway Pedestrian Visibility Diagram



Within the red zones indicated upon the above diagram obstructions are to be kept below a maximum height of 600mm from ground level.

Construction

- The construction of the access shall be in line with the specification requirements listed in Appendix D for domestic crossings and Appendix for commercial crossings

Other Conditions

- A crossing will generally not be approved within 15 metres of a road junction, or traffic signals crossing.
- Where the placement of an existing bus stop in the public highway could affect proposals by a third party, the highway authority may consider the relocation of the stop provided a suitable alternative is available. The alternative location must be within 50m (in either direction) of the existing location and must not adversely affect the public and the safety of highway users.
- A crossing will generally not be approved from a layby or other designated parking area.
- The dropped kerb access will not be constructed until you have made a driveway and/or parking area on your property. The applicant should be reminded that planning permission is now required to lay a driveway/parking area constructed with impermeable materials. For guidance on acceptable materials the applicant is advised to contact either Highway Network Management or the local Planning Authority.

TEMPORARY VEHICLE ACCESS CROSSING

In some cases temporary vehicle access crossings are required to facilitate construction works or temporary buildings and the like. Many of the same conditions apply as to permanent vehicle access crossings.

If the temporary access is required on a classified road, i.e. an 'A', 'B' or 'C' road, you still require planning permission. In this instance, please contact the Borough/District Council's Planning Officer, who will advise you of the procedure. If you already possess a valid planning consent on any category of road please enclose a copy of the consent with the application.

In terms of the construction details the applicant is advised to contact Network Management to discuss the requirements.

Important Note: It is not acceptable to cite another example of an access crossing that exists in your street or another similar location. Existing access crossings may not meet the current standards and you must satisfy the above conditions in order that permission for an access crossing can be granted.

4. FURTHER INFORMATION

What is required on application?

The applicant is required to read this document and the application form in full to understand the requirements. Information required on application:

- Completed application form
- Detailed plan of proposal clearly showing the proposed location of the proposed access

What happens when I apply?

This section informs applicants of what to expect when an application is made to the Highway Authority.

- We receive and register your application. We check all of the details supplied to make sure everything needed to process the application is included.
- If there is any information missing we will not be able to start to process your application. At the time of taking the payment, we will notify you of what must be provided in order that your application can proceed.
- Your application will be passed to our assessment team. An inspection will be carried out to check the details and safety implications at the specific location. You do not need to be in attendance when the inspection is carried out as it should not be necessary to inspect your property. In the rare circumstance that we need to, we will contact you to seek your permission prior to inspection.
- After assessment, a response will be prepared which should be provided within 2-3 weeks of receipt of the application. The response will indicate whether you will be allowed a vehicle access crossing and whether any conditions apply. If your application is refused the reasons for the refusal will be included upon the written response.

What happens next?

Once an approval has been granted you are required to:

- Organise a contractor to carry out the works ensuring that the contractor is accredited and insured and obtains a Permit to Dig before works commence.
- Ensure works are planned correctly and carried out expeditiously.
- Ensure that all conditions applied to the licence are fulfilled
- Notify the highway authority of any issues that arise

5. CONTACT INFORMATION

All applications can be made to the team in the following way:

Post: Network Control Hub
Staffordshire County Council
2 Staffordshire Place
Tipping Street
Stafford
ST16 2DH

E-mail nmu@staffordshire.gov.uk

Tel.: 0300 111 8000

Fax 01785 854037

If your application is refused and you are not satisfied with the reasons for the refusal, whilst you are not entitled to appeal our decision on the refusal of the access crossing, you can appeal to the Chief Executive of the County Council. Alternatively an applicant may wish to complain via the Staffordshire County Council complaints procedure but this would not be treated as an appeal and the highway authority is not required to overturn the decision already made.

Compliments, comments and complaints: [Staffordshire County Council Website - Feedback](#)

Or please enter this address into your internet browser:

<http://www.staffordshire.gov.uk/yourcouncil/consultationandfeedback/complimentscommentscomplaints/>

6. APPENDICES

- Appendix: CA. Vehicle Access Crossing Application Form
- CB. Example of plan and sketch to be provided with application form
- CC. Plan showing typical construction of an access crossing
- CD. Specification for the construction of the access

HIGHWAYS ACT 1984 – SECTION 184

Vehicle Access Crossing (dropped kerbs)

Application Form

Notes to be read by the Applicant

- The Applicant should read the enclosed guidance notes.
The Applicant is requested to complete this form in BLOCK CAPITALS (or electronically) and send to Network Control Hub, Staffordshire County Council, 2 Staffordshire Place, Tipping Street, Stafford. ST16 2DH
- (or email to nmu@staffordshire.gov.uk)

1. Name and Address of Applicant (for correspondence)

Name:

Organisation (if applicable):

Full Address:

Contact Tel. No.(day):

Alternative Tel. No. (day):

Fax No. (if available):

E-mail (if available):

2. Address of property where crossing is required (if different from above)

Full Address:

Do you own this property (that requires the access)?

YES NO

If 'NO' have you consent from the owner for the works to be carried out?

YES NO

Please enclose a copy of the consent

3. Location

Name of the road that the access will open on to:

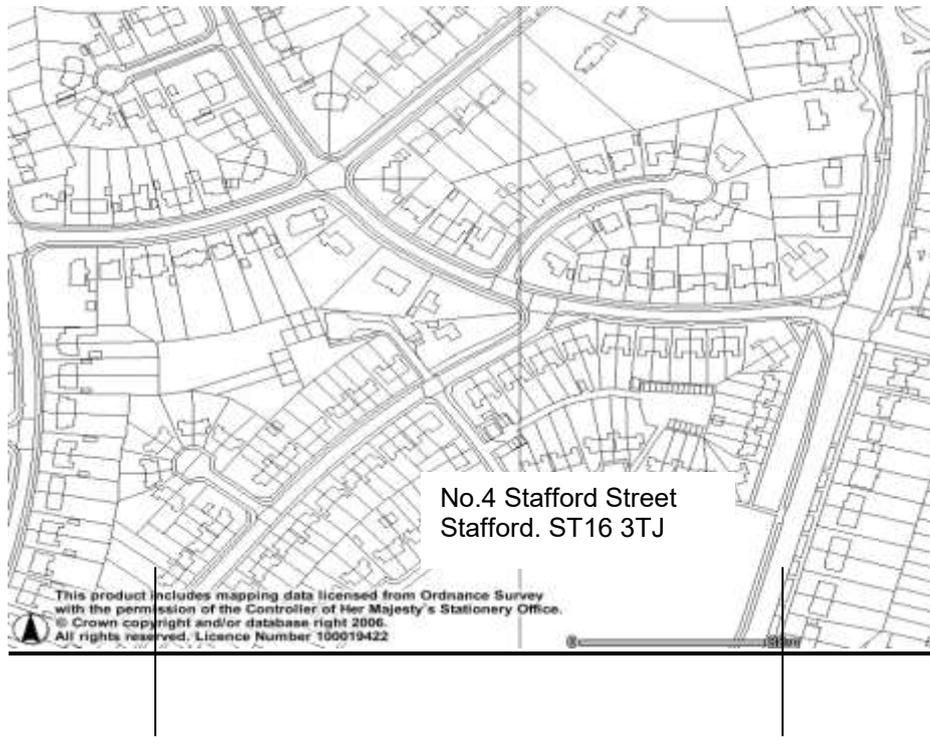
Is the road classified? (A, B or C road)

YES NO

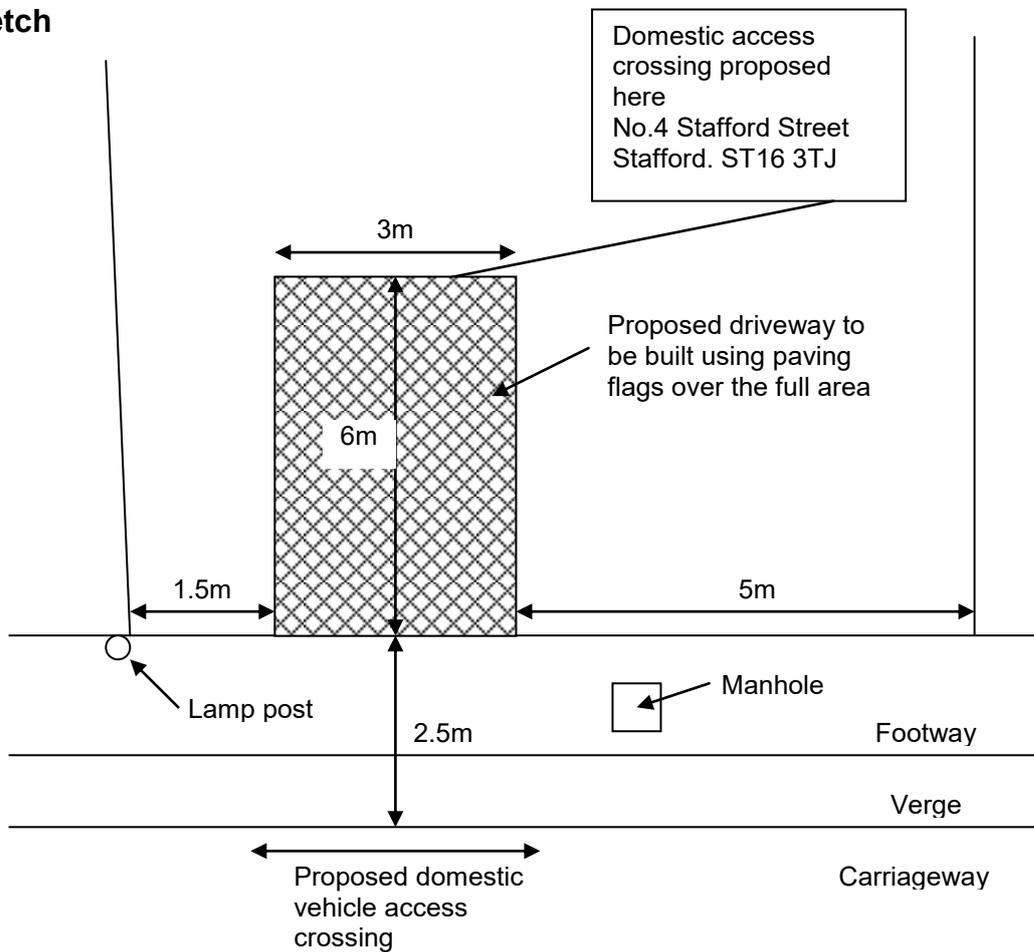
If 'YES' please enclose a copy of the planning consent	
4. Use of access	
Please confirm what type of vehicles you propose will use the access crossing: For e.g. car, van, etc	
Will any heavy commercial vehicles or heavy plant use the crossing? If 'YES' please state the type and gross vehicle weight (from manufacturers plate) of heaviest vehicle to use the crossing	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Associated information	
Is the crossing required as part of other building works such as the construction of a new dwelling or commercial premises? If 'YES' please provide details	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. Payment On receipt and registration of your application, we will contact you for card payment details. Please confirm a contact number that we can reach you during normal working hours: Tel.:	
7. Acceptance and Signature I request permission for a vehicle crossing in accordance with the above information. I have read and understood the Information Pack and understand the requirements and conditions that must be met in order for a Vehicle Access Crossing to be approved. Signature: _____ Date: _____ Name: _____	
Application checklist Ensure the following are included with your application:	
<input type="checkbox"/>	Application form fully completed and signed
<input type="checkbox"/>	Detailed plan of proposal clearly showing the proposed location (see example App CB)
<input type="checkbox"/>	Specific detail including dimensions of proposed access crossing (see example App CB)

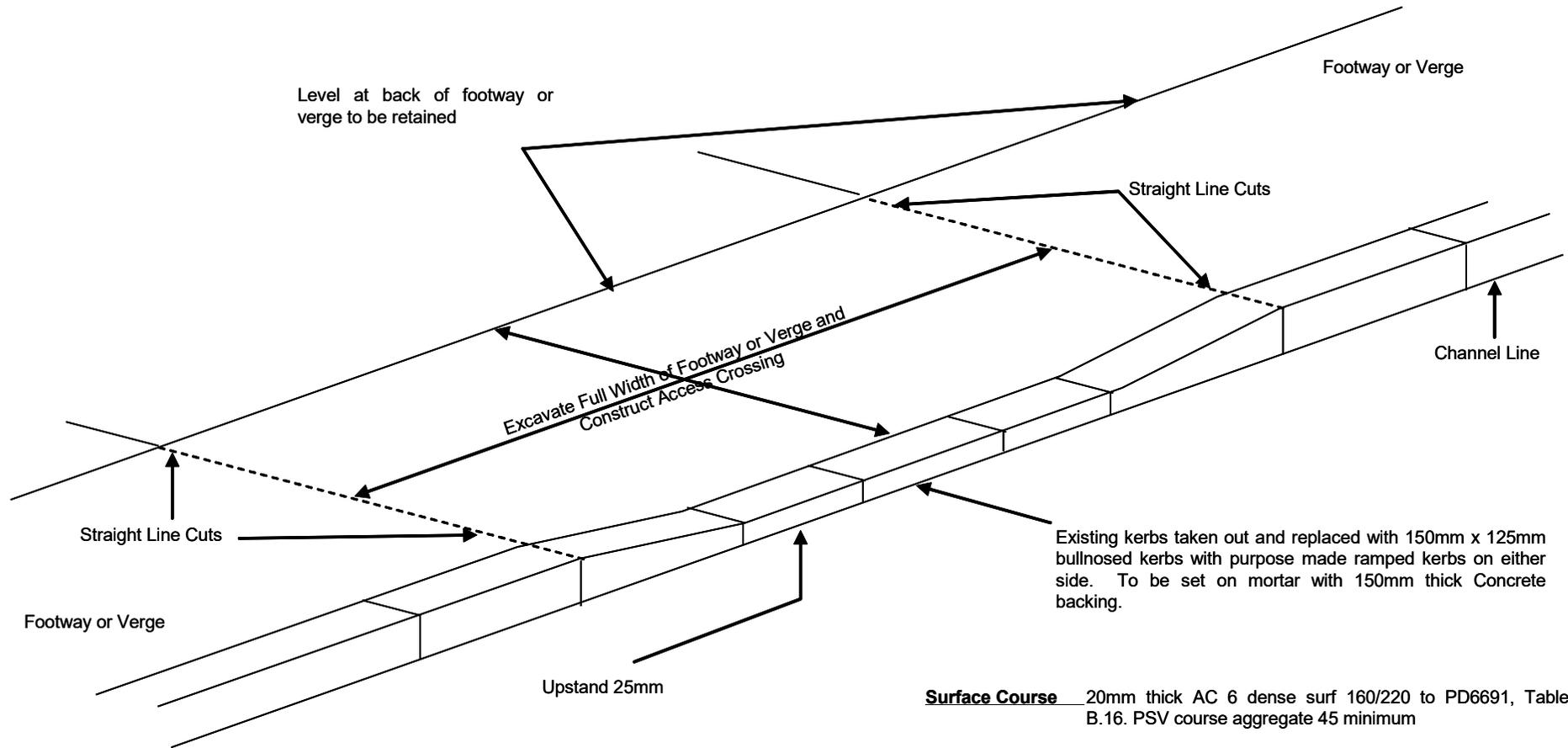
Example of Plan / Sketch in Support of a Vehicle Access Crossing Application

Plan



Sketch





- Surface Course** 20mm thick AC 6 dense surf 160/220 to PD6691, Table B.16. PSV course aggregate 45 minimum
- Binder Course** 50mm thick AC 20 dense bin rec 160/220 to PD6691, Table B.11.
- Sub Base** 150mm thick Type 1

NOTE
 Where the footway is flag paved the slopes of each side of the access crossing must be saw cut to obtain the necessary falls and gradient, and all sloping flags must be bedded on 75mm of concrete grade ST1. Flags only to be used under the instruction of the Overseeing Organisation.

		Richard Higgs Director of Development Services Development Services Department, Riverway, Stafford, ST16 3TJ Tel. 01785 223121 Fax. 01785 276699
NTS	Plan/Ref No.	AC/1/91
Origin By	Date	01/04/08
Drawn By		

Title

Plan Showing Construction Of Typical Domestic Access Crossing



Specification for Vehicle Access Crossings (for the contractor)

1. General

- Works shall be constructed to conditions approved by Staffordshire County Council.
- Gradients shall, in general, not exceed 1 in 12, to ensure the safety of pedestrians.
- The design shall, where space permits, maximise the area of level footway to the rear of the footway to assist the passage of mobility impaired pedestrians.
- All inspection covers shall be adjusted, as necessary, to meet finished levels and be of suitable quality to withstand vehicle loading. Such works will be carried out in accordance with the requirements of the appropriate utility company.
- No work shall proceed unless all approvals have been given, this includes approval from third parties, where the applicant is not the owner of the property; vehicle crossing approval, any planning permission (classified roads etc.), obtaining of a road opening licence and the compliance with all conditions and items therein.
- Any changes to the design shall be agreed in advance with Staffordshire County Council.
- Whilst works are under construction, the contractor shall ensure that temporary signing is provided in accordance with Chapter 8 of the Road Traffic Signs Manual and the appropriate Codes of Practice.
- Drawing No. CSR/93/35A shows a standard detail for a typical vehicle crossing in flexible construction.
- Where existing footway construction differs in any way from the standard drawing and materials in this specification, the contractor shall consult Staffordshire County Council, before commencing any works to agree details.
- The specification referred to, is the "Specification for Highway Works" published by the HM Stationery Office with the latest amendments.

2. Workmanship

- The new access shall tie in with the existing footway surfacing materials and levels. Prior to excavation, all edges shall be saw cut to prevent damage to surrounding surfaces. Vertical faces are to be painted with bitumen immediately prior to reinstatement.
- Excavation shall be carried out to the required depth to achieve the specified construction thickness. Additional excavation will be required in soft ground. All excavated material shall be properly disposed of, or recycled, off site.
- The contractor shall ensure all utility apparatus is identified and properly protected, with trial trenches dug as necessary. If additional protection is required, the relevant utility shall be notified by the contractor/applicant.
- Existing kerbs shall be carefully removed, including existing bedding and backing, minimising damage to the existing carriageway.
- Dropped kerbs shall be laid to a smooth line and level with a 25mm upstand at the carriageway edge.

3. Materials

- Sub base to be 150mm thick complying with Clause 803, 806 or 816.
- Binder course to be 45mm thick open graded macadam, 20mm nominal size (Clause 6.1 of BS 4987-1).
- Surface course to be 20mm thick medium graded macadam, 6mm nominal size (Clause 7.6 of BS 4987-1).
- Precast concrete kerbs shall be 250 x 125mm tapers and 150 x 125mm bull nosed to BS 7263 Pt 1 on 275 x 150mm grade ST1 concrete bed and with 150 x 100mm and 150 x 200mm backing respectively.
- Precast concrete edgings shall be 150 x 50 type EF to BS 7263 Pt 1.
- Concrete grade ST1 shall be used as protection to public utilities.
- Where a crossing involves excavation in a highway verge, then the excavated surface shall be treated with an appropriate total residual weedkiller.

4. Drainage Works

- Where the proposed access involves the crossing of an existing ditch, a pipe with a minimum diameter of 225mm, with appropriate headwalls, will be required, and appropriate granular bedding and concrete surround shall be provided.

Please note: In cases where a crossing is required at an access to premises attracting heavy commercial traffic, the specification to be employed shall be adapted for the location in question. Advice on the modified specification will be available on request.