

Roads & Highways - Vehicle Access Requests

CUSTOMER NOTES FOR GUIDANCE

Vehicle Crossovers are sections of pavement with a lowered kerb connecting a private driveway to the highway. The installation of crossovers 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.

- **You are required to contact your local District/Borough Council's Planning Department to confirm whether Planning Permission is required. If planning approval is necessary this will need to be acquired before submitting your vehicle access request.**
- There is an initial fee of £20 for an inspector to assess whether an access will be allowed. This fee will be waived if the works are subject to Planning Permission. See above.
- There will be an additional fee of £45 to cover processing costs and subsequent site visits should you elect to employ your own contractor.
- A standard access is 4 dropped kerbs. Requests for a wider access may not be granted.

Stage 1

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

Information obtained at this stage should enable you to see whether it is viable to provide an access in your case. If it is not viable then there is little point in paying for the Council to do the survey as explained in Stage 2.

Vehicular Access – Pre Application Check List

If you answer yes to any of the question below your application may not be approved. PLEASE ENSURE YOU RETURN THIS WITH APPLICATION.

Activity	Yes	No	Notes
Is planning permission required. Is the access requested onto a classified road. (i.e. C road & above) or is 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 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 x 2.5m wide.
Is the access at or within 15m of a junction.			To avoid conflict with turning traffic at junction.
Does the access consist of the standard 4 dropped kerbs.			To avoid conflict with traffic and pedestrians.
Is the access requested at a bus stop.			To avoid conflict with traffic and pedestrians.
Is the access requested at a lay-by.			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 traffic and pedestrians.
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 width of the footway / verge outside your property less than 2m.			If less than 2m the forward visibility requirements for the access may be below the standard required.
Is the drive gradient greater than 1:20 for first 5m.			Vehicles may ground when using the access.
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 street light if possible.
Are you the property owner.			Obtain approval from owner of property.

NOTE: Parking space to be at 90 degrees to the carriageway - not parallel to the property. This is not an exhaustive list there may be other things that may warrant refusal of access.

More information on the requirements for vehicular access can be found within the Highways, Transportation and Development the Leicestershire Guide at the following web address www.leics.gov.uk/htd

Stage 2

Complete the enclosed application form and return it with your £20 cheque made payable to Leicestershire County Council to:

Do not return this form until planning permission has been acquired (if applicable).

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

Stage 3

An inspector will visit the site and undertake a technical assessment. If they approve the application, a quotation will be sent to you along with the relevant forms. You will have two options at this stage:

- (i) You can accept our quotation, by completing form A and returning it to the Highway Manager with a cheque for the amount specified, or
- (ii) You can choose to use your own contractor, but will need to supply the information requested on form V.A.1 (Aug 06) and return this to the Highway Manager with a cheque for £45. This covers the cost of processing the permit for your contractor to work in the highway and subsequent site visits.

Stage 4

If Leicestershire Highways undertake the work on your behalf, the work would normally be completed within eight weeks of receipt of your cheque.

If you have chosen your own contractor, the paperwork will be validated, and if all the criteria are met a permit will be issued. Upon completion of the works an inspector will visit the site to ensure that the specified standards have been met.



**Leicestershire
County Council**

VEHICLE ACCESS REQUEST FORM (Domestic Only)

Your Name _____

Address of Vehicle Access Including Post Code

Postal Address (if different from above)

Contact Telephone No: _____

Type of Access. Please delete as appropriate: Full / Extension

**My District/Borough Council has confirmed that Planning Permission
Is / is not required (delete as appropriate).**

Planning Permission No: (if applicable): _____

Signed _____ Date _____

Remember to enclose your cheque.

Please provide a sketch drawing on the rear of this form of where you are requesting the access and where any existing access exists. Also indicate if any utility apparatus could affect the access, e.g. street light.

Example, see appendix 1.

Return Address: Customer Service Centre (E&T) County Hall, Glenfield,
Leicester LE3 8ST

Appendix 1.

Example sketch

