

# Commercial Vehicle Crossings



## Checklist and application form

OFFICE USE ONLY

### APPLICATION FORM

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Please complete this form in **black** pen and tick the boxes to indicate your response to the question raised.

#### A - Your details:

Name (including title) \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

#### B - Location of vehicle crossing (if different to above):

Address \_\_\_\_\_

Postcode \_\_\_\_\_

#### C - Details of proposed vehicle crossing:

Please provide a scale plan showing the area in which you wish to have the crossing constructed, including the area to be used. The drawing should be no less than A4, and the photo or drawing should include dimensions.

Type of crossing:      New       Extension to existing crossing

#### Size of proposed crossing:

Please state the width of the crossing that you require:  
 \_\_\_\_\_ Metres

#### D - Payment

Application cost - £265 + VAT (**£80 non-refundable for survey fee**)

If your application is approved you will be contacted by telephone or email to make the required payment. Alternatively please enclose a cheque made payable to 'Plymouth City Council'.

#### E - Declaration

I confirm that I have read the guidance notes and that I will fully comply with them. I have made my payment of £265.00 + VAT, by card. I understand that £80 of fee is non-refundable should this application not be approved.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please double check you have completed the Checklist and Application Form in full, made your payment and attached all necessary supporting documents, including a marked up site photograph or detailed drawing.

Please send the completed form to: Plymouth Highways, Windsor House, Tavistock Road, Plymouth, PL6 5UF

**The forms will be returned to you if incomplete or documents missing.**

**GUIDANCE NOTES FOR APPLICANTS**

**Please note any approval granted for a Commercial vehicle crossing is valid only for a period of 6 months and will be subject to any conditions listed on the approval letter.**

You must get agreement from Plymouth Highways (PH) before you do anything on the highway. Driving a vehicle over a verge or footpath to access your property/land, without an appropriate vehicle crossing or without lawful authority from the Council, is an offence under Section 184 of the Highways Act 1980 and may result in prosecution.

**1. How do I apply for permission?**

Both this Checklist and Application Form should be completed and submitted if you wish to apply for approval to install or widen a vehicle crossing, which will allow commercial vehicles to cross the public footway to park on your property/land.

Please send your fully completed Checklist with your Application so we can ensure you have carried out all necessary preliminary steps. This checklist will help determine if your request will be authorised.

**2. What happens once I submit my form?**

When looking through your application PH will carry out a safety inspection to ensure the crossing does not present a potential danger to other road and footway users. Any application for the construction of a commercial crossing may be refused or modified on the grounds of safety. The applicant must ensure that adequate sight lines are maintained to allow safe access to their property.

Once we have assessed your application we will send you a letter to advise if we authorise or reject your vehicle crossing request. Please allow 20 working days for this assessment to take place. If your commercial crossing is approved, you can then employ a private contractor to carry out the work, who must be accredited to work on the Public Highway, and must obtain the relevant permits from Plymouth Highways. The crossing must be constructed to the standard and the material set out in the conditional approval letter. Generally, the finished material will match the existing footway, i.e. if the existing footpath is tarmac, the crossing will be constructed in tarmac.

**3. Who will be responsible for maintaining the crossing once it is constructed?**

Crossings are constructed for access to your property/land only, and remains part of the public highway. PH will remain responsible for maintenance unless damage is caused by misuse. If damage is caused by your misuse of the crossing, you will be responsible for repairs.

**4. What will the status of my application be, once authorised?**

Any authorisation will be deemed as provisional until such a time as works off the highway have been completed in accordance with these guidelines. Only once this has been undertaken will any works on the highway be undertaken or permitted. It is at this stage that your application will be given full approval. Please note a separate application should be submitted in relation to access for each individual property on new builds. (Construction access will require a separate permit also available from this office).

# COMMERCIAL VEHICLE CROSSINGS

## CHECKLIST

Please complete this form in **black** pen and tick the boxes to indicate your response to the question raised.

A - Are you eligible to apply for changes to the property?	
Question	Guidance
<p>1. Are you the owner of the property/Land?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Please enclose all permission letters with your applications</b></p>	<p>If you are a tenant you will need to contact your landlord or housing association and get a letter confirming permission to proceed.</p> <p>You will also need to provide written permission from the landowner of any private land you may need to cross between your property/land and the highway.</p>
<p>2. Is or was the property/land owned by Plymouth City Council, Plymouth Community Homes or any other Association?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Please enclose all permission letters with your applications</b></p>	<p>If your property is, or was owned by Plymouth Community Homes (Tel. 0800 694 3101) or Plymouth City Council (Tel. 01752 668000), you will need prior written permission to park a vehicle on your land, your tenancy agreement/deeds should explain this.</p>

B - Is the site suitable?	
<b>Note - If the answer to any of the questions B1 to B4 is 'No' then it means that your site is unlikely to be suitable for the construction of a crossing and your application is unlikely to be approved.</b>	
Question	Guidance
<p>1. Do you have sufficient room on your property/land to park a vehicle</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>You are not permitted to park any vehicles on the crossing; therefore, you must ensure there is sufficient room on your property/land so that the vehicle does not protrude onto the footway/verge when parked.</p> <p>You will need to be able to cross the footway/verge at right angles (90°) to the road.</p>
<p>2. Do you plan to install gates?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, will they open into your property/land?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Any gates accessing the property will not be permitted to open outwards onto the highway.</p>

<p>3. Is the location of the proposed access more than 10m (15m on a classified road) away from a junction or roundabout?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If your proposed crossing is within 10m (or 15m on a classified road) of a junction or roundabout then we will refuse your application.</p> <p>Roads assessed as A, B or C are classified roads. If you are not sure if your road is considered classified then please refer to the accompanying letter.</p>
<p>4. Will there be a suitable construction of hard standing/parking area where your vehicles will be parked?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>What type of material will your hard standing/parking area be constructed of?</p> <p>Permeable <input type="checkbox"/> Impermeable <input type="checkbox"/></p> <p><b>If 'Impermeable' please include with this application proof of planning permission being granted.</b></p> <p><b>Please note some types of block paving are regarded as Impermeable.</b></p>	<p>Your hard standing/parking area must be constructed of permeable material so that water can soak into the surrounding ground. If you intend to construct a hard standing/parking area using gravel, a 1m tarmac or concrete apron is required adjacent to the public highway to prevent gravel coming onto the highway.</p> <p>The proposed hard standing/parking area should not drain onto the public highway. If the hard standing/parking area slopes/drains towards the highway, a channel must be installed to prevent run off onto the highway. The proposed channel should be connected to the properties private drainage system/soak away.</p> <p>As advised you should contact the Planning Department to discuss any hard standing constructed of traditional impermeable materials, such as concrete or certain types of block paving.</p>
<p>5. Is the area of the proposed crossing free of trees, road signs, street lights, or any other street furniture?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If 'No' list obstructions to access/visibility</b></p>	<p>Driver and pedestrian visibility must not be impeded by any of the following:</p> <ul style="list-style-type: none"> <li>a. Walls, fences, or hedges along the frontage of yours or your neighbours' properties</li> <li>b. Street furniture or trees in the highway</li> <li>c. Vehicles parked on the highway</li> </ul> <p>If any of the above are blocking access to the crossing or visibility they may need to be moved or removed any may incur an increased cost to you.</p> <p>If there is a tree in the vicinity of the proposed crossing, we will liaise with the Parks Department on your behalf.</p> <p>In cases where these cannot be moved we will refuse your application.</p>
<p>6. Is the area of the proposed crossing free of any inspection covers, telegraph poles?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If 'No' please include with this application a letter or email from the utility company showing they are happy to move/remove their asset.</b></p>	<p>If you respond 'No' please note that should your application be successful, you will need to arrange with the utility companies for these to be moved/lowered and this may increase your overall cost.</p> <p>We recommend you make these enquiries prior to applying for the vehicle crossing.</p> <p>It will not be possible to construct a vehicle crossing where a BT or similar communications chamber is present. The levels of these covers cannot be changed.</p>

<p>7. Is the area of the proposed crossing free of any parking restrictions?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If 'No' please state the type of parking restriction and include with this application a letter or email from the Parking Department showing they are happy to remove the parking restrictions.</b></p>	<p>Are any of the following in the area of the proposed crossing:</p> <ul style="list-style-type: none"> <li>a. Pedestrian crossings</li> <li>b. Disabled bays</li> <li>c. Residents parking zones</li> <li>d. Pay and Display</li> </ul> <p>It is unlikely that any of these restrictions will be removed or amended and therefore your application will most likely be refused.</p> <p>We recommend that you contact Plymouth City Council's Parking Department on 01752 668000 to discuss further. It is unlikely your application will be affected by double yellow lines or bus stops in the area of the proposed vehicle crossing, however, please contact Plymouth Highways on 01752 668000 to discuss.</p>
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**C - Permissible size of the vehicle**

Question	Guidance
<p>1. Is the width of the crossing within acceptable size limits</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>The width of the crossing must be appropriate for the types of vehicles and standard of use of the access. Details of the size of the crossing must be submitted for approval. Excessively wide or narrow crossings relating to its use will not be approved.</p>
<p>2. Will your vehicle crossing be an acceptable distance from any neighbouring crossings?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>An additional dropped crossing will only be granted if there is a minimum of 6m between any existing access and the proposed crossing. Existing crossings/drives, junctions and service lanes are all considered accesses. Please see Guidance Notes for question B3 for further information.</p> <p><b>Please note that if the distance between an existing crossing and the proposed crossing is below 6m, permission for the additional crossing will not be given.</b></p>

**Note - Once you have completed the Checklist and ensured you have taken all necessary steps for your application to be authorised, please complete the Vehicle Crossing Application Form and return BOTH the completed Checklist and the Application Form to us.**

**CONTACT US**

Write to us at: -

Plymouth Highways,  
Windsor House,  
Tavistock Road,  
Plymouth,  
PL6 5UF

Call 01752 668000 - Monday to Friday 8.30am to 4.30pm

Email: - [networkmanagement@plymouth.gov.uk](mailto:networkmanagement@plymouth.gov.uk)

Website [www.plymouth.gov.uk](http://www.plymouth.gov.uk)