

Domestic Vehicle Crossing

Checklist and application form

OFFICE USE ONLY

APPLICATION FORM

WARD		W/O	PL
------	--	-----	----

Applications to install a Domestic Vehicle Crossing will only be accepted from the owner of the property or with written permission from the owner of the property

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 include a plan showing the area and measurements of your proposed hardstanding and crossing, including the garden area to be used. The drawing should be no less than A4. You can submit a photo providing it shows the measurements.

Type of crossing: New Extension to existing or shared crossing

D – Size of proposed crossing:

Please state the width of the crossing that you require, see guidance C1 & C2

_____ Metres

It should be noted that any authorised crossing will be strictly for the use of domestic vehicles. Owners of commercial vehicles or motorhomes should make a separate application for a commercial crossing.

PLEASE NOTE THAT THERE IS A LIMIT OF ONE DOMESTIC VEHICLE CROSSING ALLOWED PER PROPERTY, EXCEPT IN EXTENUATING CIRCUMSTANCES.

**E - Payment**

Inspection Fee - £80 (**non-refundable**)

Processing/approval Fee - £100 (**non-refundable**)

You will be required to pay the inspection fee with your application. We will contact you for payment once the application has been received. Alternatively enclose a cheque made payable to 'Plymouth City Council'. If your application is approved, we will contact you again for the processing/approval fee, alternatively you can enclose 2 separate cheques, if your application is refused the £100 cheque will then be returned to you.

F - Declaration

I confirm that I have read the guidance notes and that I will fully comply with them. I understand that the inspection payment of £80.00 is non-refundable and the processing/approval payment of £100 by card or cheque is also non-refundable once approval has been given should I change my mind.

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 domestic 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, 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?

- By completing the enclosed form and ensuring all questions are answered on the checklist.
- If you wish to apply for installation approval or to widen an existing vehicle crossing, please send your fully completed Checklist with your Application, including a plan with measurements, to 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 domestic 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 we authorise your application, a vehicle crossing must be constructed to an acceptable standard and the material used for the vehicle crossing will be the decision of PH.
- Generally, the finished material will match the existing footway, i.e. if the existing footpath is bitmac, the crossing will be constructed in bitmac. We will send you details of our standard requirements for a private contractor to build the vehicle crossing.



3. Can I assume my vehicle crossing application will be approved if my neighbour has a similar crossing?

- Plymouth City Council guidelines changed in 2007 (following the publication of the Manual for Streets 2007).
- Any vehicle crossings approved and constructed prior to this time will not set a precedent for any new applications.
- Consequently, if your neighbour has a vehicle crossing constructed before 2007 you cannot assume your similar application will be approved. Decisions are made on a case-by-case basis.

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

- Crossings are constructed for access to your property only, and remains part of the public highway.
- You will be responsible for any failing of the crossing for the first 12 months
- PH will remain responsible for maintenance unless damage is caused by misuse or use by vehicles other than domestic.
- If damage is caused by your misuse of the crossing, you will be responsible for repairs.

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

- Any authorisation will be deemed as provisional/conditional until works off the highway have been completed in accordance with these guidelines.
- Once these works have been undertaken, work on the highway can commence if permitted under a section 171 permit. Once these works are completed and following a final inspection full approval will be given.
- 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).

DOMESTIC 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
1. Are you the owner of the property? Yes <input type="checkbox"/> No <input type="checkbox"/> Please enclose all permission letters with your applications	If you are a tenant you will need to contact your landlord or housing association and get a letter confirming permission to proceed. You will also need to provide written permission from the landowner of any private land you may need to cross between your property and the highway.

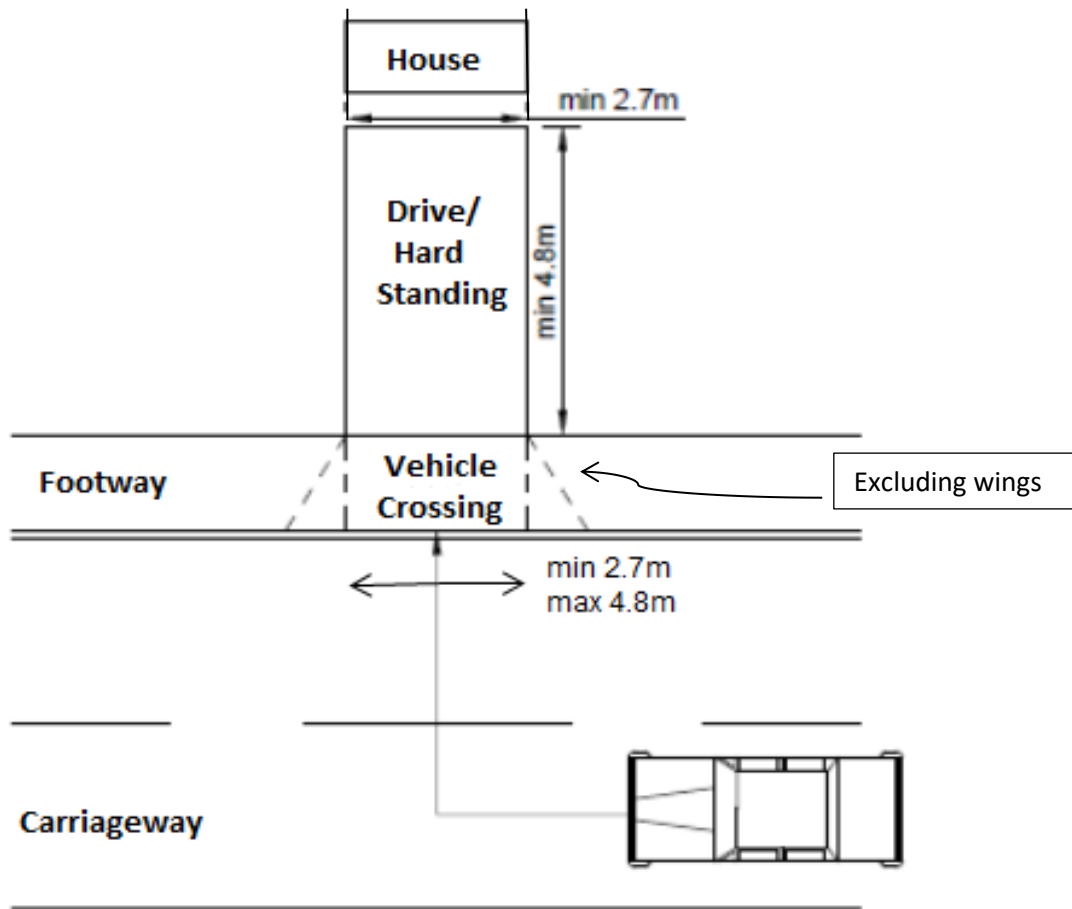
B - Is the site suitable?	
Question	Guidance
1. Does your property already have a functioning domestic vehicle crossing in place? Yes <input type="checkbox"/> No <input type="checkbox"/>	It is against Plymouth City Council's policy to allow a property to have more than one functioning domestic vehicle crossing.
2. Do you have sufficient room on your property to park a vehicle (If the answer is no, you will not be approved for a vehicle crossing) . Yes <input type="checkbox"/> No <input type="checkbox"/>	You are not permitted to park any vehicles on the crossing. You must ensure there is sufficient room on your property to prevent your vehicle from protruding onto the footway/verge when parked. A minimum hard standing of 4.8m (length) x 2.7m (width) within the property boundary must be allowed. You will need to be able to cross the footway/verge at right angles (90°) to the road. Please see diagram C1 (individual crossing) on page 8 for clarification of dimensions

<p>3. Do you plan to install gates?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, will the open into your property?</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>4. 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> <ul style="list-style-type: none"> • 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>5. Will there be a suitable construction of hard standing area where your car will be parked?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>What type of material will your hard standing be constructed of?</p> <p>Permeable <input type="checkbox"/></p> <p>Impermeable <input type="checkbox"/></p> <p>If 'Impermeable' please include with this application proof of planning permission being granted. Please note some types of block paving are regarded as Impermeable.</p>	<ul style="list-style-type: none"> • Your hard standing must be constructed of permeable material so that water can soak into the surrounding ground. If you intend to construct hard standing using gravel, a 1m bitmac or concrete apron is required adjacent to the public highway to prevent gravel coming onto the highway. • The proposed hard standing should not drain onto the public highway. If the hard standing 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 resident's private drainage system/soak away. • As advised in Section D2, on page 11, 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>6. 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>If NO list obstructions to access/visibility</p>	<p>Driver and pedestrian visibility must not be impeded by any of the following:</p> <ul style="list-style-type: none"> • Walls, fences, or hedges along the frontage of yours or your neighbours' properties (max height would be 900mm) • Street furniture or trees in the highway • 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. • If there is a tree in the vicinity of the proposed crossing (within 1m), we will liaise with the Parks Department on your behalf • If there is a lamp column in the vicinity of the proposed crossing (within 1m), you may be able to pay for its removal • In cases where these cannot be moved we will refuse your application
<p>7. Is the area of the proposed crossing free of any inspection covers, telegraph poles? Your vehicle crossing must be at least 1m from any of the above</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'No' please include with this application a letter or email from the utility company showing they are happy to move/remove their asset.</p>	<ul style="list-style-type: none"> • 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. • We recommend you make these enquiries prior to applying for the vehicle crossing. • 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>8. Is the area of the proposed crossing free of any parking restrictions?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Are any of the following in the area of the proposed crossing:</p> <ul style="list-style-type: none"> • Pedestrian crossings • Disabled bays • Residents parking zones • Pay and Display <p>It is unlikely that any of these restrictions will be removed or amended and therefore your application will most likely be refused. 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>

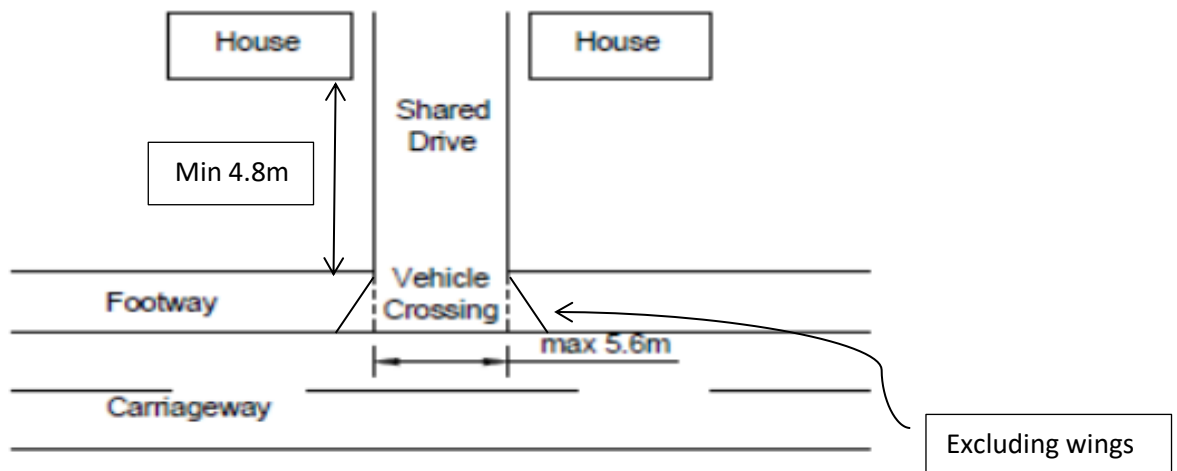
C1 (Individual Crossing)



Please note this diagram is for illustrative purposes only and will not necessarily reflect your own property layout.

C - Permissible size of the vehicle	
Question	Guidance
1. Is the width of a single vehicle crossing within acceptable size limits Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>The standard, and minimum, width of a single crossing is 2.7m. Larger crossings may be approved in exceptional circumstances, which must be listed with the application. The maximum width you will be allowed is 4.8m.</p> <p>Please see diagram C1 for measurement guidance.</p>
2. Do you wish to construct a new shared crossing or extend a crossing that is currently shared with your neighbour? Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>Where two adjoining properties share an existing driveway or crossing or you wish to construct a new crossing to serve two properties, one occupier should act on behalf of both properties.</p> <p>A crossing covering the whole frontage of both properties will not be allowed.</p> <p>The maximum overall width for the shared crossing will be 5.6m.</p> <p>Please see diagram C2 (Shared Crossing) below for clarification of dimensions.</p>
3. Will your vehicle crossing be an acceptable distance from any neighbouring crossings? Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>A dropped crossing will only be granted if there is a minimum of 6m between any existing access and the proposed crossing.</p> <p>Existing crossings/drives, junctions and service lanes are all considered accesses.</p> <p>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.</p>

C2 (Shared Crossing)



Please note this diagram is for illustrative purposes only and will not necessarily reflect your own property layout.

For ease of identification a shared crossing will include properties that are divided by a boundary wall off the public highway.

D - Will you need planning permission?

Note - if the answer is 'Yes' to any of the questions within section D, you must contact your local Planning Department on 01752 304366 before proceeding further, as you probably require planning permission.

Question	Guidance
<p>1. Is the proposed vehicle crossing on a classified road?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes' please include with this application proof of planning permission being granted.</p>	<ul style="list-style-type: none"> • 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. • If access is to be taken from a classified road, you will need planning permission before we are able to approve a crossing. We recommend you contact the Planning Department to discuss this further. • The standard requirement for any access onto a classified road is that the turning provision for a car must be provided within your private property. The vehicle should be able to enter and leave the property in a forward gear.
<p>2. Does the proposed area fall within any planning permission requirements?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes' please include with this application proof of planning permission being granted.</p>	<p>We recommend that you contact the Planning Department if your property falls into any of the following planning permission categories:</p> <ul style="list-style-type: none"> • You are completing any engineering works (i.e. retaining walls, or excavation works), by a build-up of 0.5 metres or by reducing levels by 1 metre • You are constructing a hard standing using traditional impermeable materials (i.e. concrete or certain types of block paving) • You are within a conservation area • Your property is a listed building • Your property is a multi-occupancy dwelling such as flats or maisonettes <p>If you are not sure if your property falls into any of the above categories we recommend you contact the Planning Department to discuss further.</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

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

Website www.plymouth.gov.uk