

Driveways and Dropped Kerbs

If you need to drive across the footway and/or verge to gain access to your property from the road but there is no dropped kerb, you will need to apply for permission to construct a vehicle crossover.

These works are done at the property owner's expense, by a contractor that you employ. The council does not install crossovers.

The process that you need to follow ensures the safety of other road users and pedestrians, and prevents damage to the road or footway. Provision of a crossover requires the construction of two separate areas: the 'hardstand' or driveway on the property; and the 'vehicle crossover' or dropped kerb, which crosses the public footway and verge between the road and the property. The same process is followed if you want to widen or re-profile an existing crossover.

An application needs to satisfy the requirements of a number of council departments before it can proceed, including highways and planning.

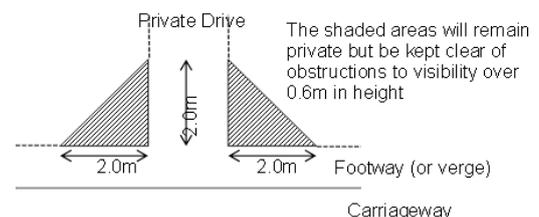
Highways Requirements

The hardstanding must be a minimum length of 4.5m at right angles to the road (or the length of your car if this is longer), and a minimum width of 2.75m. Your application will be refused if your driveway is smaller than this. The hardstanding must be in place and accessible in order for the crossover to be signed off as acceptable.

The usual width of a crossover is 2.75m plus any tapered kerbs. The maximum width of a crossover that will be allowed is 5.5m including any tapered kerbs.

A visibility splay must be clear of obstructions over 0.6m in height (see diagram) to allow adequate visibility of pedestrians.

Carriageway visibility will also be taken into account, and the crossover must be at least 10m from any junction. Other barriers to visibility such as bends, hills, etc will also be taken into account when assessing the safety of a proposed crossover.



If you are applying for a second crossover to serve the same property there must be at least 5m between the two crossovers.

If your property is within a controlled parking zone your application will also be passed to the parking team to assess. If they give permission you will need to pay for the removal of any parking bays or other related work. The cost of this work will be shown in the permission letter you receive.

If your planned crossover falls within a metre of street furniture such as a street light your application will be passed to the relevant council team to assess. If they give permission you will need to pay for moving the street light. The cost of this work will be shown in your permission letter.

If your planned crossover falls within a metre of a street tree, or if there are indications that the roots of a street tree cross the area of your proposed crossover, your application will be passed to the arboriculture team to assess. If they give permission they may require measures to be taken to protect or replace the tree. The required measures and/or cost of the work will be shown in your permission letter.

Your contractor must have New Roads and Street Works Act accreditation at both Operative and Supervisor levels, and Public Liability Insurance for a minimum of £10 million.

Planning Requirements

You may require planning permission for the new crossover/access or associated works and it is your responsibility to check if this is required before you commence any works. For further details please go to the planning portal at:

www.planningportal.co.uk/info/200125/do_you_need_permission

to see if you require planning permission. If you do require permission you will need to make a separate application to the planning department which will take a minimum of 6 weeks to process and receive a decision. Any breach of planning could lead to enforcement action being taken.

Costs

Getting a dropped kerb is a two stage process, and there are separate fees for each stage. The Stage One fee is £74.00. If you are granted permission for your crossover the Stage Two fee is £98. In addition to this you will have to pay your contractor to carry out the work to your crossover; and if planning permission is required there are separate fees for this.

Step One

Complete the Vehicle Crossover Application form and return it, with the fee, to the Network Co-ordination team (address provided on the form). Please note that if the form is not fully completed it will be returned to you and your application will not be processed until all required information is provided.

An officer will visit your property to assess your application. If you would like to be present when the visit takes place please indicate this on the form and the officer will contact you to arrange a mutually convenient date and time.

Once the site visit has taken place the officer will decide whether permission can be granted. If there are other considerations (street lights, permit parking, street trees, etc) they will be referred to the relevant council team at this point.

If your application is refused you will receive a letter explaining the reasons for the refusal. If you want to reapply addressing the reasons for the refusal you must start Step One again, with a new application form and fee.

If your application is granted you will receive a letter confirming that you have been given permission, and a licence application pack. This permission is valid for a period of six months. If Step Two is not begun within this period you must start the application process again at Step One, with a new application form and fee.

Step Two

Ask your contractor to complete the Licence Application Pack and return it, with the fee, to the Network Co-ordination team (address provided on the form). Copies of the following documents must also be provided:

- Operatives' and Supervisors' New Roads and Street Works Act Accreditation
- Contractor's Public Liability Insurance for a minimum of £10 million
- written permission from the property owner (if you are a tenant)
- copies of plans showing the location of utility companies' plant (water, gas, electric, telecoms, etc)

- Planning Permission (if required)
- Materials Licence applied for (if required)

When everything has been received and a construction date agreed a licence will be issued to your contractor.

Work must not begin until the licence has been issued. Please note that it is an offence under Sections 131 and 133 of the Highways Act 1980 for any person to unlawfully open the highway.

Once your contractor has completed the work in the highway an officer will visit your property again to check that the crossover has been constructed in accordance with the permission. You will then receive a letter confirming that it is satisfactory. You should keep this letter safe, as you will need it to prove you have a legal crossover if you sell your house.

You or your contractor will be responsible for any remedial works required on your new crossover for a period of two years after it has been built. After this guarantee period has elapsed Brighton & Hove City Council as the Highway Authority will again be responsible for its maintenance to the prescribed standards.

Road Markings

If you live in a controlled parking zone and have paid for the removal of any parking bays and/or the installation of double yellow lines, this work will be carried out once we have checked that the crossover has been constructed in accordance with your permission.

If you do not live in a controlled parking zone you can request a white return line to highlight your access and deter parking across your driveway.

Contact Numbers

Below are telephone numbers for departments you may need to contact:

- Planning Team01273 292222
- Network Co-ordination Team01273 290729
- Controlled Parking Team.....01273 292387
- Street Lighting Team01273 292517
- Arboriculture (Trees)01273 292187
- White Lines01273 292387