

Vehicle Access, Highways and Environment, Wiltshire Council, County Hall, Trowbridge, BA14 8JN
Email: vehicleaccess@wiltshire.gov.uk Phone: 01225 713352

Introduction

You must get permission from the highway authority to install a dropped kerb (Highways Crossing) in this case it is Wiltshire Council. This pack comprises of four sections;

- 1) Notes on how to complete the application
- 2) Data Protection statement
- 3) Highways specification for the construction of crossings
- 4) The application form

We provide these notes to guide you through filling out the Dropped Kerb Application, please read them carefully; if anything is unclear, you can submit questions to us via email or leave a message on our phone number.

Timescale

The processing of an application currently takes around twelve weeks from the date of receipt; we will only start processing the application when we receive payment of the fee.

Fee

The charge for processing an application is **£146.90** and is **non-refundable**; our fees are reviewed each year so the current amount is valid until 31st of March 2020.

You can pay by cheque made out to Wiltshire Council; and send it with the completed application form to our address, shown above.

Alternatively, you can pay by telephone using the following instruction, we will need a reference for the payment so please use your postcode and last name, for example: **SP1 9JA Smith**

To pay by bank card

- Call the councils general line **0300 456 0100** or payment line on **0300 456 0119**
- Tell the operator you wish to pay a dropped kerb fee by card and then give the following information;

Accounts Code	720480 54555
Payment Amount	£146.90
Payment Reference	SP1 9JA Smith <i>postcode and last name</i>

- Finally ask the operator to send a payment confirmation to the vehicle access mailbox;

vehicleaccess@wiltshire.gov.uk

Contractors

It is essential that you nominate a contractor for the works, you can use any contractor providing they are Streetworks accredited and hold public liability insurance of at least five million pounds; we will not issue the permission license for the works if no contractor is stated.

It may be advisable to find a contractor first to get a quotation for your works; they should be conversant with Wiltshire Councils' specification for a Highway Crossing and advise you on the installation.

Stages

On receipt of your application and payment it will be verified then entered on our system, you must complete all the sections, if anything is missed we may have to return it to you to be corrected, and this of course may have an impact on the time scale.

Our checks include;

- Validation of the application form for completeness, we will send it back to you should any information be missing.
- Assessment by a highways engineer that the proposal is acceptable

- Verification with our planning department to ensure planning consent is not required
- Provide a list of utility providers for your contractor to check
- Issue the permission license to undertake the works
- Possible site inspection during construction
- Final inspection of the finished work to ensure compliance with our specification
- Finally, we will issue of a completion certificate for your property records.

Filling in the form

We will require each application to be for only one distinct property as we issue the completion certificate for the property address.

There are thirteen sections on the form, with a column on the right for office use, you must answer all the questions and provide a plan of the proposed works with accurate measurements.

In addition, you must refer to the Highway Requirements in Connection with the Construction of a Private Access, section 3 in this pack.

Note 1 Applicant details

We will need to be able to contact you so require; your full name and address, an email address (if you have one) telephone number and of course payment with the application.

Should you appoint an agent to manage the process for you we will need their contact details in this section and your details in the "Owner Details".

Note 2 Owner Details

If you are not the owner of the property, we require contact details of the legal owner and a letter of authorisation from them regarding the proposed work.

Note 3 Site address if different from above

Should the intended work be at an address other than your home; we will need to know the full address of that location.

Note 4 Property Details

Here we need to know what kind of building the work relates to, whether it is a business or agricultural property or if it is a listed building.

Note 5 Contractor details

The choice of contractor is completely yours; however, they must have Streetworks accreditation and public liability insurance of at least five million pounds.

You must provide the **full contact** details of your chosen contractor so that we can verify them on our register, or contact them for the insurance and accreditation.

We are unable to issue the permission license for your works if there are no contractor details.

Note 6 Planning Consent

If your request for a highway crossing is part of a planning application, we need the planning reference. It is important that you understand that we cannot approve the crossing application until you are in possession of planning consent.

Note 7 Access details

You will need to tell us what is between the property and road, it may be a pavement, verge or both or something else.

Note 8 About the works

If you have already started any of the works, then we need to know what has been done and when.

Note 9 Excavation works

We need to know if additional excavation will be carried out above and beyond digging out the footpath and kerbs. If there is you may need planning consent, we check this with our planning department for you.

Note 10 Retaining walls and Trees

You must mention any work to existing structures or walls, along with measurements and show this on the drawing of the planned works in section 13.

Note 11 Hardstanding

Here we need to know about the construction of the parking space, you should refer to our Highway Crossing Specification. Your contractor should be conversant with this and may be able to give advice on the type of works.

Should you be using gravel on the driveway a one meter wide strip of “bound material” (block, tarmac or concrete) must be laid between the edge of the footpath and the gravel so as to stop gravel being dragged onto the footpath and road.

Note 12 Proposed fencing, walls or garages

Any new building; walls, fences or out buildings should also be shown on the drawing of the planned works in section 13

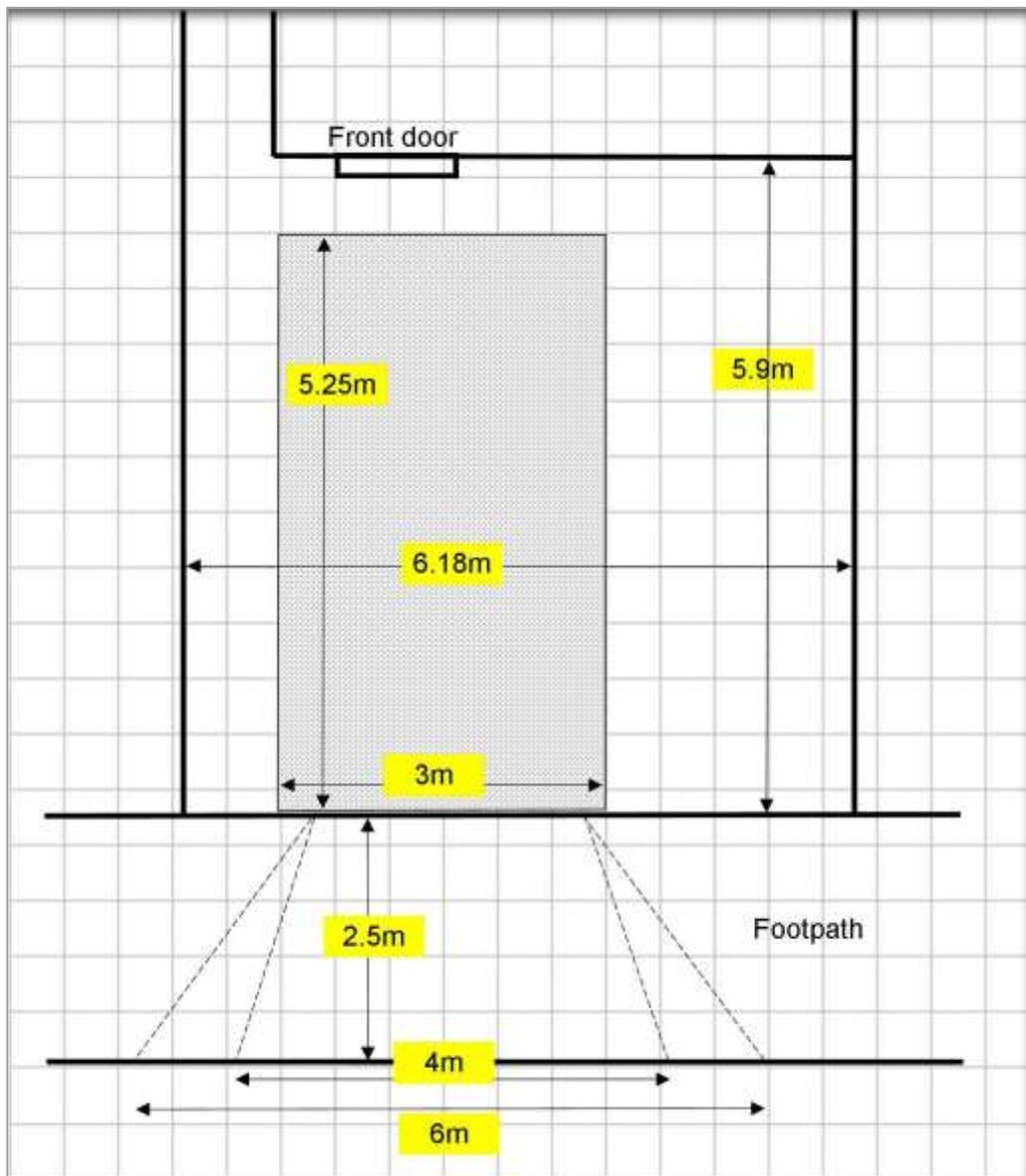
You should also show any structures that are going to be demolished to make way for the parking space.

Note 13 Plan of the proposed access and hardstanding

This part is important, as our engineers need to have a good description of planned works.

You must show the area affected by the works and include measurements and objects such as phone or power poles, street lighting that maybe affected by your application.

Example plan



DATA SUBJECTS' INFORMATION for Vehicle Access Applications

To be provided to the data subject at the time of obtaining personal data.

1. Data Controller

Wiltshire Council is registered with the Information Commissioner's Office as a data controller. Full details of the registration are available at ICO register of data controllers, <https://ico.org.uk/ESDWebPages/Entry/Z1668953>

2. Data Controller Contact Details

We can be contacted by phone, in person, or in writing at www.wiltshire.gov.uk/contact

3. Data Protection Officer

Our DPO may be contacted as above or online at dataprotection@wiltshire.gov.uk

4. Purpose of processing

The Vehicle Access Applications will process your personal information for the following purposes:

- maintaining our own accounts and records
- managing our property
- licensing and regulatory activities
- corporate administration and all activities we are required to carry out as a data controller and public authority
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- internal financial support and corporate functions
- managing archived records for historical and research reasons

5. Legal basis for processing

Our processing shall be lawful because at least one of the following will apply:

- a) the data subject has given consent to the Council for processing of their personal data for one or more specific purposes;
- b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- c) processing is necessary for compliance with a legal obligation to which the Council is subject; under S184 of the Highways Act 1980
- d) processing is necessary in order to protect the vital interests of the data subject
- e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council;
- f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

If your special category data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:

- a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- b) to carry out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.
- c) to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- d) processing relates to personal data which are manifestly made public by the data subject;
- e) for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- f) processing is necessary for reasons of substantial public interest,
- g) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of

health or social care or treatment or the management of health or social care systems and services;

- h) for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices,
- i) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

6. Recipients or categories of recipients

Where necessary and lawful, or when required by legal obligation, we may share information with any of the following;

- Customers
- family, associates or representatives of the person whose personal data we are processing
- current past and prospective employers
- educators and examining bodies
- providers of goods and services
- financial organisations
- service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- police forces
- housing associations and landlords
- data processors
- regulatory bodies
- local and central government
- partner agencies, approved organisations and individuals working with the police,
- licensing authorities
- service providers
- press and the media
- current past and prospective employers and examining bodies
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors

7. Retention Period

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Full details of our retention schedule may be found at: www.wiltshire.gov.uk

8. Your rights

Are set out in in Articles 13 to 22 of the General Data Protection Regulation 2016 and includes the right to;

- access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- withdraw any consent you may have given to process your personal information.
- complain to the Information Commissioner if you feel we are processing your personal information unlawfully.
- restrict processing activity in certain circumstances.
- object to certain types of processing activity

9. Contracts

The information we ask for is a contractual requirement and you are obliged to provide this.

10. Automated Decision Making

Wiltshire Council does use automated decision making in respect to your personal information. We will provide you with an explanation of the decision-making criteria and significance or likely consequences of such data processing.

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Highway Requirements in Connection with the Construction of a Private Access

These notes are designed to assist the developer in complying with the conditions attached to the relevant permission and in carrying out satisfactorily the following aspects of the development which affect the County Highway:-

- (a) Layout of access and vehicular turning space etc.
- (b) Construction of the access and discharge of surface water etc.

1. LAYOUT OF ACCESS

The access should be laid out in accordance with the plan approved by the Local Planning Authority and with such conditions as may be laid down in the Permission for Development.

2. GRADIENT OF ACCESS

In the case of private accesses to be used only by cars the gradient of the access within a minimum distance of 4.5m (15 feet) from the edge of the carriageway should not normally be steeper than 1 in 15.

In the case of all other accesses the gradient should not normally be steeper than 1 in 20 within a minimum distance of 7.5m (25 feet) from the carriageway edge.

3. DIMENSIONS OF PARKING SPACE

The minimum acceptable parking space required for clearance of the highway boundary is 4.8m in length and 2.4m in width – it is not acceptable for vehicles to be parked parallel to the road where there is insufficient depth of site. The length should be increased to 6m where access to a garage is required, or where there is an expectation of a need to accommodate longer vehicles.

4. VEHICULAR TURNING SPACE

A turning space for vehicles within the site so that vehicles may enter and leave the road in forward gear is always desirable from the point of view of road safety and should, where practicable, be provided even if this is not indicated in the application or made a condition of planning consent.

5. CONSTRUCTION OF ACCESS AND SURFACE WATER DRAINAGE

Where the access is entirely on private land, the Council does not lay down any specification nor exercise any supervision over the construction of the access nor is its future maintenance normally their responsibility. It is essential, however, that such an access is satisfactorily paved and drained to prevent mud, loose stones etc, being deposited on the highway.

When any works undertaken within the site leave the edge of the public highway unsupported the edge of the public highway must be protected. The required works must be agreed with the highway authority.

Where adjoining land to be developed is separated from the highway by a ditch the access crossing must be piped with pipes of adequate size and the work carried out by the Developers to the satisfaction of the highway authority.

The discharge of surface water from drives and paths onto the existing highway cannot be allowed and adequate measures to the satisfaction of the highway authority must be taken to deal with the surface water. If the site of the proposed development is above the level of the adjoining county highway the developer will have to make arrangements for the disposal of water from the site. The Council would not permit surface water to flow onto the highway; neither would they permit any connection to be made with a highway drain therefore some other means of disposing of surface water would have to be found.

6. SEPTIC TANKS OR CESSPOOLS

The discharge of effluent from septic tanks or cesspools into highway drains or ditches is not permitted.

7. IMPORTANT

THE CONSTRUCTION OF AN ACCESS ACROSS THE HIGHWAY VERGE OR FOOTWAY MUST BE CARRIED OUT UNDER THE PROVISIONS OF SECTION 184 OF THE HIGHWAYS ACT 1980.

When planning permission has been granted and the proposed development necessitates;

- (i) the construction of a vehicular crossing over a kerbed footway or a verge; or
- (ii) the improvement or alteration of an existing made up vehicle crossing

The Council as highway authority may serve a notice on the owner and the occupier of the land stating that they propose to carry out the necessary work at the owner's expense.

If the person carrying out the development offers to execute the works specified in the notice the Council may authorise him to execute the works in accordance with plans approved by them (typical details are given in Appendix 1) and the developer will be required to serve notices on statutory undertakers whose apparatus may be affected by the proposed works.

If the developer fails to execute the works to the satisfaction of the Council before the development is completed, the Council may execute the works, or alter the works already executed, and recover the expenses reasonably incurred.

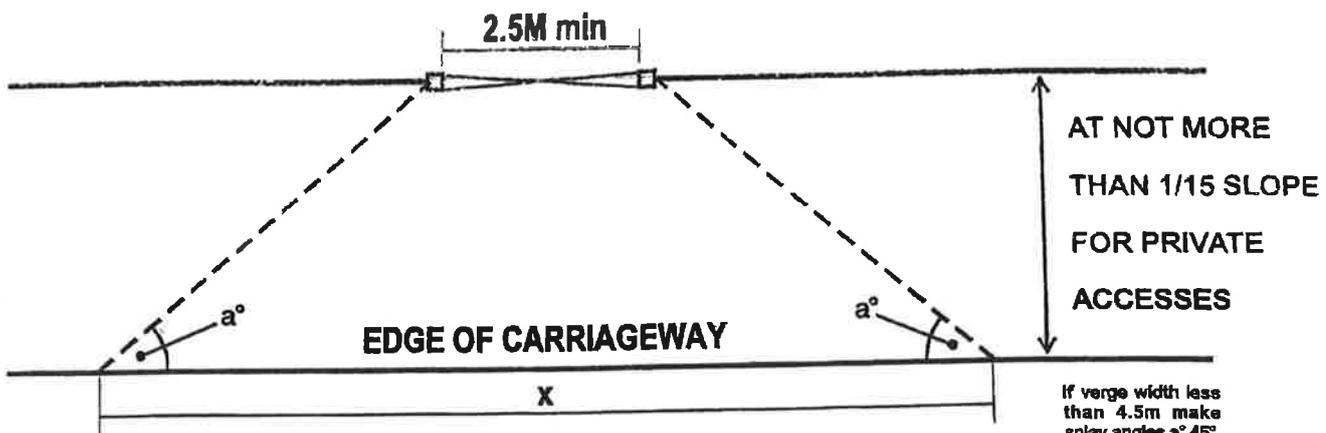
If the developer wishes to proceed with the development in accordance with the planning permission granted and a notice mentioned has not been served by the Council he should first contact the Vehicle Access Team, Enforcement, Environment Services, County Hall, Bythesea Road, Trowbridge, BA14 8JN as to the construction of the vehicular access across the highway verge or footway (Telephone Trowbridge 0300 456 0100 giving the reference number of the planning application).

The attention of the applicant is drawn to the necessity to construct any vehicular access or drive within his land to the footway or verge crossing to a suitable gradient and in such manner as to avoid damage to the footway or to vehicles using the crossing. As a guide the gradient of the drive should not be steeper than 1 in 15 within 5 metres of the footpath or verge.

APPENDIX 1

Typical Access Arrangements and Specifications

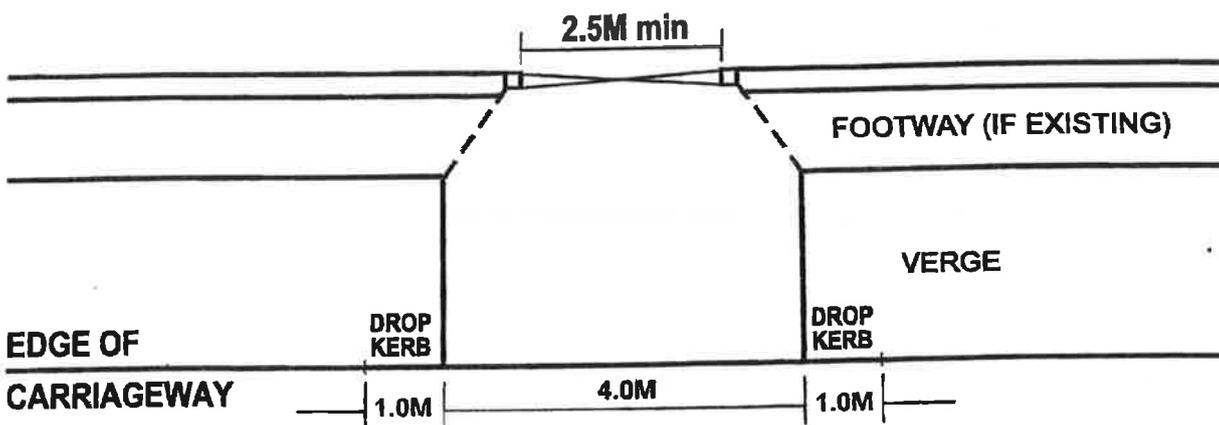
A. WITHOUT FOOTWAY (RURAL)



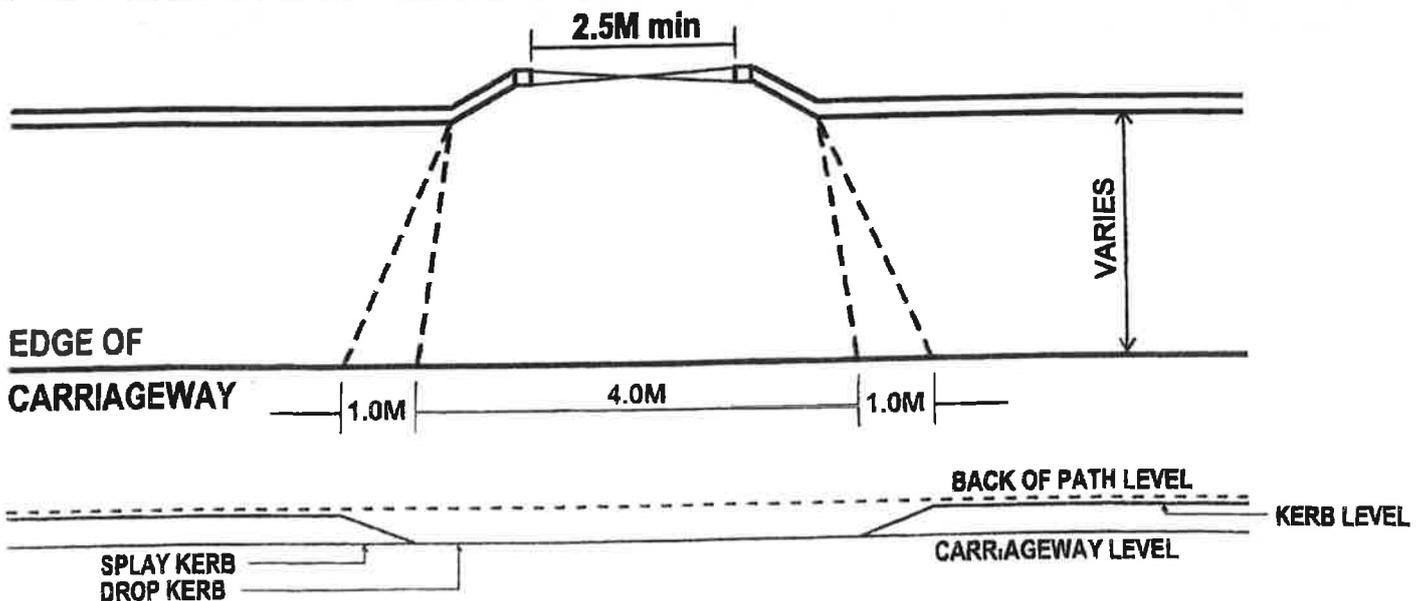
Note:- If access requires a ditch to be piped, pipe sizes to be as agreed with Highway Authority and surrounded with a minimum of 150mm Class E20 concrete. Headwalls are to be provided at least 1m from the nearest point of the access.

If verge width less than 4.5m make splay angles a° 45°. If verge width more than 4.5m make x 12.5m.

B. WITHOUT FOOTWAY (URBAN) OR WITH BOTH FOOTWAY AND VERGE



C. WITH FOOTWAY

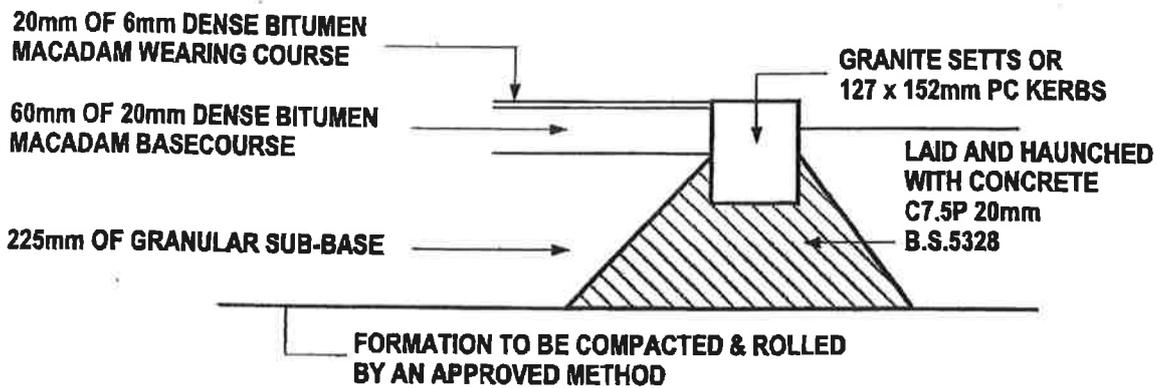


Notes

1. Back of footway level to remain unaltered.
2. Gravel drives should terminate 1m (3 feet) behind footpaths and be completed with concrete or bituminous construction.
3. Granite setts or dropped kerbs with 25mm upstand to be used adjacent to carriageway.
4. Where a bituminous construction access crosses a verge it must be edged on both sides with concrete edgings to B.S.340 Fig. 13.

Specification

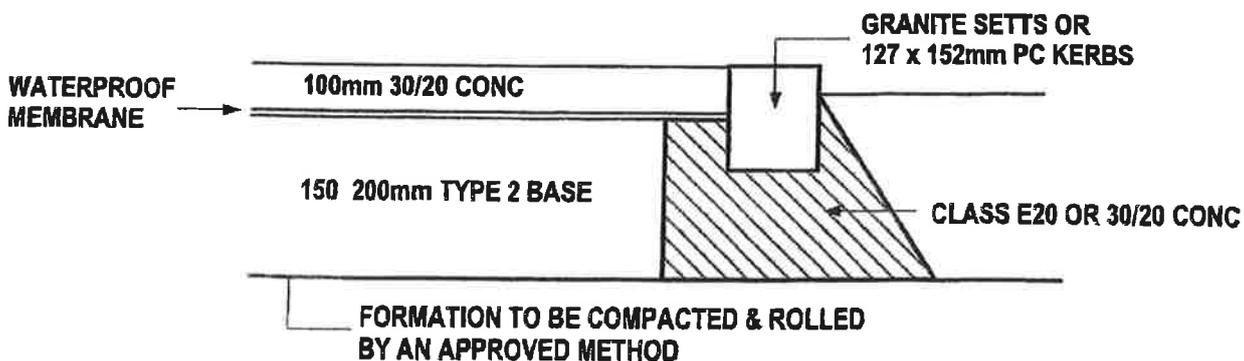
Bituminous Construction



Notes

1. 20mm of 6mm Dense Bitumen Macadam Wearing Course to B.S.4987: Part 1: 1988, Cl. 7.5 (Cl. 912 DTp.Spec).
2. 60mm of 20mm Dense Bitumen Macadam Basecourse to B.S.4987: Part 1: 1988, Cl. 7.5 (Cl. 906 DTp.Spec).
3. 225mm of Granular Sub-base material Type 1 (Cl. 803 DTp. Spec).
4. Pre-cast concrete kerbs to B.S.340 Fig. 2a.
5. All materials to be rolled and compacted.

Concrete Construction (to be used only in special circumstances)



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Email: vehicleaccess@wiltshire.gov.uk Phone: 01225 713352

1. Applicant details (Note 1) Please write clearly in **BLACK** ink

Name
Address
Town
County Postcode
Applicant Email
Contact Telephone

Signature

Date

2. Owner details (Note 2)

Are you the owner of the property? YES NO

If **NO**, then supply the name and address of the property owner.

Owner Name
Owner Address
Town
County Postcode
Owner Email

3. Site address if different from above (Note 3)

Address
Town
County Postcode

4. Property details (Note 4)

To which type of building, is the works connected?

House Flat Commercial Agricultural

If the works relate to commercial activity, please describe its type.

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Will the works be within the boundary of a listed building? YES NO

Office use Only

Received

Payment

Validated By

Grid Ref

E

N

5. Contractor details (Note 5)

Contractor Name _____
 Address _____
 Town _____
 County _____ Postcode _____
 Telephone _____
 Contractor Email _____

6. Planning Consent (Note 6)

Is there a planning application relating to this work? YES NO

If YES, please write the planning reference here, and the date consent was issued below _____

7. Access details (Note 7)

Will the access cross any of the following?
 Verge Pavement Both

Will the access join directly to the highway YES NO

8. About the works (Note 8)

Have you started or finished any of the works? YES NO

If works have started or been completed, you must explain what has been done, and when. Continue on separate pages if necessary.

9. Excavation works (Engineering or other operations see Note 9)

Will the access involve additional excavation works? YES NO

If so, please state the additional amount of cubic meters. Cubic Meters

Will this involve the use of mechanical diggers? YES NO

Office use Only

PLI _____

 SWQR _____

Checked _____

Road Number _____

 Classification _____

10. Retaining walls and Trees (Note 10)

Will the works involve demolition of any existing structures? YES NO

Will you need to build or modify any retaining walls? YES NO

If YES, please state the height and length of wall (s). Length Height

Will the work involve the removal of any trees or hedgerow? YES NO

11. Hardstanding (Note 11)

Have you already installed a hard standing? YES NO

If YES, please state the dimensions of the hardstanding and include this in your diagram. Length Width

Please state the date the work was completed.

Does the work include the creation of a hardstanding? YES NO

If YES, please state the dimensions of the hardstanding and include this in your diagram. Length Width

Will the hardstanding be located between the principle elevation of the property and the highway? YES NO

In relation to the hardstanding, what materials were or will be, used?

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How will (or was) the surface water from the hardstanding be drained to prevent it running onto the highway?

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12. Proposed fencing, walls or garages (Note 12)

Does the proposal include other works such as a garage, fencing, walls (excluding retaining walls)? YES NO

Describe the additional works below; continue on separate pages if necessary.

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Office use Only

Specification Compliant

