

# Application to construct a vehicular access (Footway/Verge crossing)

## Highways Act 1980 - Section 184

Please read our Guidance Notes & Frequently Asked Questions before completing the application form Part A

## Part A

### 1. Details of applicant (for correspondence)

Name: ..... Status: Owner / Tenant  
Address & Postcode: .....  
Telephone No (Daytime): .....  
Email Address: .....

### 2. Location details of proposed access

Property Owner (if the Tenant): .....  
Property Number / Name: .....  
Road / Street: .....  
Town: ..... Post Code .....

Road Classification (Please Circle):                    **A,    B,    C,    D,    Unclassified**

Do you already have a legal vehicle access to the property?                    Yes / No

If "Yes"                    is your application to improve an existing access?                    Yes / No

Or                    is your application to provide an additional access?                    Yes / No

If "Yes" state the reason for additional access: .....

Do you require planning permission to have an access to the above?                    Yes / No

If onto a classified road please state the approved Planning Application Number: .....

Have you in the last 5 years applied for, or gained planning permission  
for works within the property?                    Yes / No

Is this vehicular access application required in connection with the planning permission?                    Yes / No

Is the access intended for domestic or industrial (heavy duty) use? .....

### 3. Construction information

Please provide a detailed sketch showing the layout and position of the proposed access.  
Show street lighting columns, manholes, watercourses and other similar obstructions on the sketch.

What material will be used to construct the proposed drive? (Concrete, Tarmac, Block Paving, Gravel)

Please give details .....

Do you require a quotation for the Council's contractor to carry out the work?                    Yes / No

If "Yes" please return the form without completing Part B.

If "No" please arrange for your appointed contractor to complete Part B.

Signature of Property Owner(s) ..... Date .....

**“ Please ensure that you have enclosed a cheque for £127.00 made payable to West Berkshire Council or alternatively use payment method by BACS.**

Please state how you intend to pay:  CHEQUE  BACS

Please see our bank details below:

Name of Bank: West Berkshire District Council

Bank Address: Natwest  
30 Market Place, Newbury  
Berkshire, RG14 5AG

Sort Code: 60-15-07 Bank Account Number: 65453441

Please state this reference on payment: CC-19501 AC-T080W

## **PART B**

**Notice must be given to the person named on the attached letter a minimum of 7 days before the intended start date. Work by a contractor must not be started before you have received approval from West Berkshire Council's Street Works Team.**

### **1. Details of contractor**

Name: .....

Address: ..... Postcode: .....

Daytime Tel. No. .... Out of Hours Tel. No .....

### **2. Indemnity and insurance cover (to be completed by contractor)**

I hereby undertake to indemnify West Berkshire Council against any claims out of or by reason of anything done or omitted to be done in respect of works executed or commenced in or upon the highway or any part thereof pursuant to this application. For this purpose, I will maintain an insurance policy to cover any liability up to £5,000,000 for any such claim and to produce the policy to the Council upon demand together with the receipt for the last premium

Name of Insurance Company: .....

Policy Number: .....

**A copy of your Insurance Certificate must be supplied and attached with this form.**

### **3. Street works qualification register**

**A copy of your on site operative's Street Works Accreditation record must be supplied and attached with this form.**

I hereby apply for permission to construct the vehicular access as described above. I have read the Notes for Guidance which I accept.

Signed: ..... Block Capitals: .....

Position in Company: ..... Date: .....

#### **FOR OFFICE USE ONLY**

<b>Receipt No:</b>	<b>Amount:</b>	<b>Date:</b>
<b>Cost Code:</b>	<b>Product ID:</b>	

**Please ensure that you have enclosed a cheque for £127.00 made payable to West Berkshire Council or BACS payment to the account details provided.**

<b>Title: Application to construct vehicular accesses under Section 184 of The Highways Act 1980</b> <b>Notes for Guidance</b>	<b>Form F3</b> <b>Issue: April 2013</b> <b>Page: 1/2</b>
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1. Planning Considerations.

If you wish to create an access to a property from a classified road (A, B or C Road) Planning approval will be required, prior to the submission of a Vehicular Access Application. Should you require confirmation of whether a road is classified, please contact Highways & Transport on 01635 503271.

For information on how to make a Planning Application please contact the Council's Planning department on 01635 519111.

If the proposed access already forms part of an approved Planning Application or is being carried out in connection with other permitted development work, additional Planning approval is not required. Consent for the new access will be required from Highways & Transport via the submission of a Vehicular Access Application.

2. Highway Considerations.

All applications must comply with Council policy in order to gain consent for a vehicle access under Section 184 of the Highways Act 1980 (S184 Consent). The construction of an access without S184 Consent would constitute a breach of the Highways Act 1980 and in such circumstances, the Council may take action to close the access and recover its costs from the owner/applicant.

3. The owner/applicant should allow 6 weeks for the processing of an application.

4. Access Construction Details - Please refer to Standard Drawing SD/1100/18 Vehicle Access Construction Details

5. Applications shall be accompanied by a plan and sufficient drawings to precisely locate the site and indicate the layout of the proposed access.

6. Layout Requirements.

Please refer to Standard Drawing SD/1100/18 for construction details and SD/1100/19 for geometry details.

Off-highway parking distances and widths measured off the highway/property boundary.

	With Garage*	Without Garage*
	Absolute Minimum	Absolute Minimum
Parking Width	2.4m	2.4m
Parking Distance	5.5m	4.8m

\*The above dimensions are measured perpendicular to the highway/property boundary to the nearest point of the building or garage fronting the proposed access (see Drg No SD/1100/19)

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Sight Lines

Sight line distance shall be measured along the carriageway edge from a point 2.0 metres back from the edge of carriageway on the centreline of the proposed access.

Speed Limit of Road (mph)	60	50	40	30	20
Sight Line Distance in both directions (m)	215	160	120	43	25

7. Where the private driveway is to be constructed using gravel or similar loose material, a suitable upstand or protective strip shall be provided behind the highway/property boundary to retain the material and prevent it from encroaching on to the highway.
8. Wherever possible, the access will be constructed using materials that are in keeping with its surroundings. For example, where granite setts are present, granite setts or man-made equivalents will be used to form the access.
9. Where the private driveway falls towards the highway, the owner/applicant shall ensure that the parking area is constructed using suitable porous, free draining materials in accordance with the Town & Country Planning Act (General Permitted Development). Planning permission is not required if permeable materials are used however if impermeable materials are used, planning permission will be required before any work can take place. Where appropriate, the owner/applicant shall also provide drainage within the property boundary to prevent surface water from being deposited on the Public Highway. Consent for an access will not be considered until such work has been completed.
10. Where the Council's Term Maintenance Contractor is to undertake the work, the quotation will be based on the Council's current term contract rates. On acceptance of the quotation and receipt of a payment for the specified sum, the Letter of Consent will be issued to the owner/applicant. Works should start on site within 28 days of the date shown on the Letter of Consent.
11. Where the owner/applicant arranges a private contractor to undertake the construction work, it is their responsibility to provide the Council with the necessary documentation to prove that their nominated contractor has the required minimum public liability insurance of £5 million and Street Works Accreditation. On receipt of this evidence, the Council will issue to the owner/applicant a copy of the utility records, Standard Drawings and Notes for Guidance. It is the responsibility of the owner/applicant to ensure that this information is passed onto their nominated contractor before work commences on site.  
 The owner/applicant shall give the Council 10 days notice of their intent to start work on the public highway. Failure to comply with this requirement would constitute a breach of the Traffic Management Act 2004 and may result in closure of the site.  
 On the satisfactory completion of the works, the Letter of Consent will be issued to the owner/applicant. Where an access fails to meet the Council's standards, the owner/applicant will be notified in writing and requested to carryout remedial works at their expense. Only on the satisfactory completion of these repairs will the Letter of Consent be issued. Should the owner/applicant fail to undertake these works within 28 days of the notification date, The Council will undertake the repairs and recover its costs from the owner/applicant.
12. The cost for providing the above services is **£127.00** and a cheque or BACS payment made payable to West Berkshire Council for the said amount shall be forwarded along with the application.

# West Berkshire Council - Application for a Vehicle Access

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## Frequently Asked Questions

### **Q1. Am I entitled to a vehicle access?**

Under Section 184 of the Highways Act 1980, a person may make a request to the Council as the Highway Authority for constructing a vehicle access over a footway, verge in the highway.

### **Q2 If I already have a vehicle access, can I apply for a second access?**

Yes, if the proposed access is on the same road as your postal address.

### **Q3 If I do not have an existing access to the property, will Planning Approval be required?**

If the road you wish to access is classified (A, B or C) planning approval will be required prior to making a vehicle access application. The classification of the road can be found on the Council's Online Map. The planning service may be contacted directly on 01635 519111 should you require any further planning related information.

### **Q4 If Planning Approval is granted, am I required to submit a vehicle access application to the Highways Department?**

Yes, except when the proposed access forms part of a larger development for which planning consent has been granted.

### **Q5. Will consent be granted?**

Consent is normally granted if the application complies in full with the Council's standards, specifications and conditions.

### **Q6 How do I apply for a vehicle access?**

When requested, the Council will provide a vehicle access application pack which contains an application form and guidance notes.

### **Q7 Are there any fees to pay?**

The Council charges £127.00 to process the application. This charge covers:~

- Site Inspection
- Preparation of estimate for constructing the access
- Utility Company search for service records

- Issue of Notices and Licence

**Note: The £127.00 fee does not cover construction costs.**

If it is established at the site investigation stage that consent cannot be granted, the £127.00 application fee will be reimbursed and a letter detailing the grounds for refusal will be issued to the applicant.

### **Q8 How long will an access application take to process?**

On receipt of the completed application form and £127.00 fee, subject to no planning conditions or other restrictions, your application will take approximately 6 weeks to process.

### **Q9 Where will I find the Council's Standards and Specifications?**

The application pack contains details of the Council's Standards and Specifications. Supporting guidance notes are also provided to assist the applicant with their application.

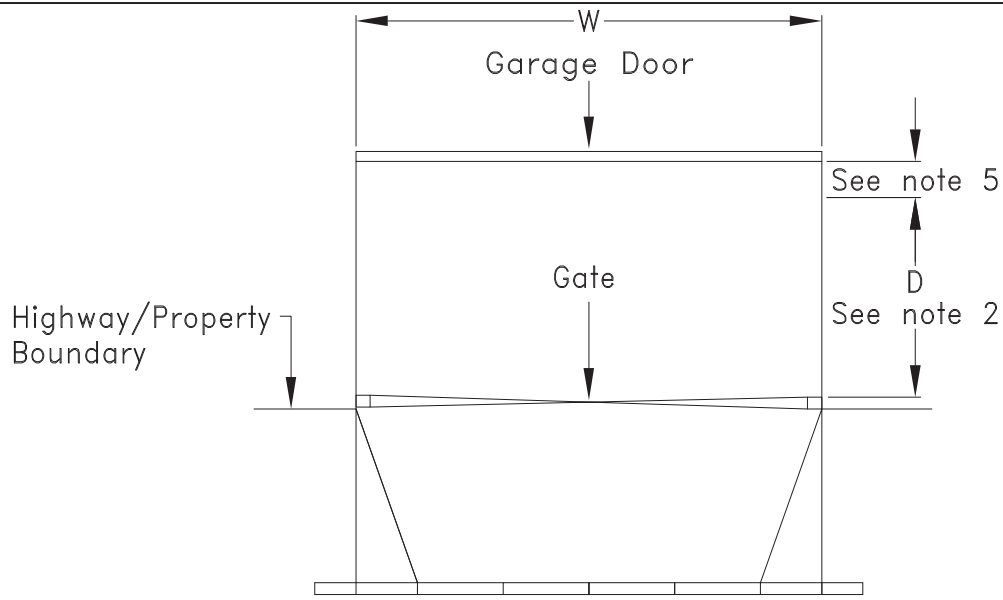
### **Q10 Who can construct the access?**

The Council encourages applicants to use the Council's Term Contractor on the basis that they have the necessary qualifications to work on the public highway.

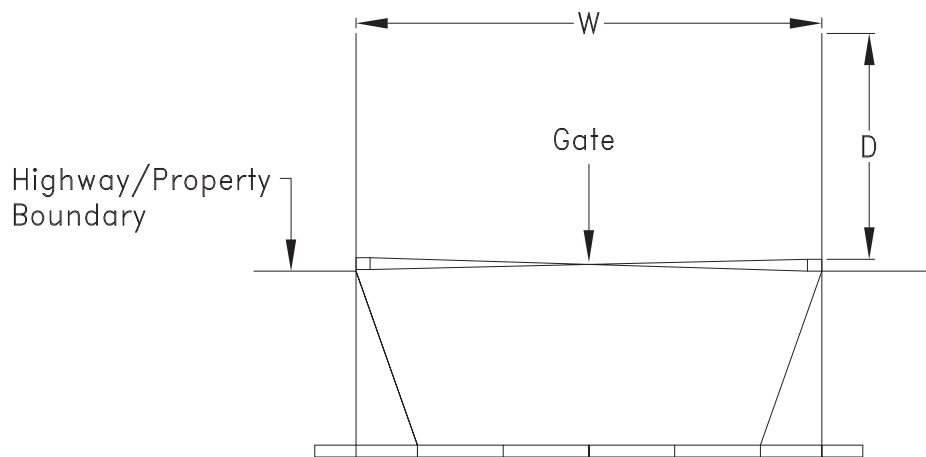
However you as the applicant may choose to employ a private contractor to undertake the construction work subject to the following.

- The contractor must have third party indemnity insurance to the minimum value of £5 million. A copy of the Contractor's insurance certificate must be provided to the Council prior to work commencing on site.
- Operatives on site must hold NRSWA Accreditation to work on the highway. Copies of their certificates must be provided to the Council before work commences on site.
- Formal approval is obtained following submission of a Streetworks notice and coordination of the start date with other utility companies.

(Updated March 2020)



Off road parking with Garage



Off road parking without Garage

Off highway parking with Garage

	Desirable	Absolute Minimum
W	3.2M	2.6M
D	6M	5.5M

Off highway parking without Garage

	Desirable	Absolute Minimum
W	3.0M	2.4M
D	5.6M	4.8m

Notes

1. 'All dimensions are in millimetres.
2. The minimum available Distance 'D' between the Garage door and the Highway/Property boundary maybe reduced from 6M to 5.5M if a vertical sliding Garage door is used
3. Refer to Standard Detail SD/1100/18 for construction details.
4. For crossfalls see standard detail drawing SD/1100/18
5. Additional space required to open up + over garage door

A:\Highways and Transport\CAD\03 - Plans\Standard Details\SD - Section June 15\SD1100\_19.dwg



Highways and Transport  
Council Offices  
Market Street  
Newbury  
RG14 5LD

Project

**STANDARD DRAWINGS**

Drawing title

**Vehicular Access Geometry**

Drawn

J.F

Date

JUNE 2015

Checked

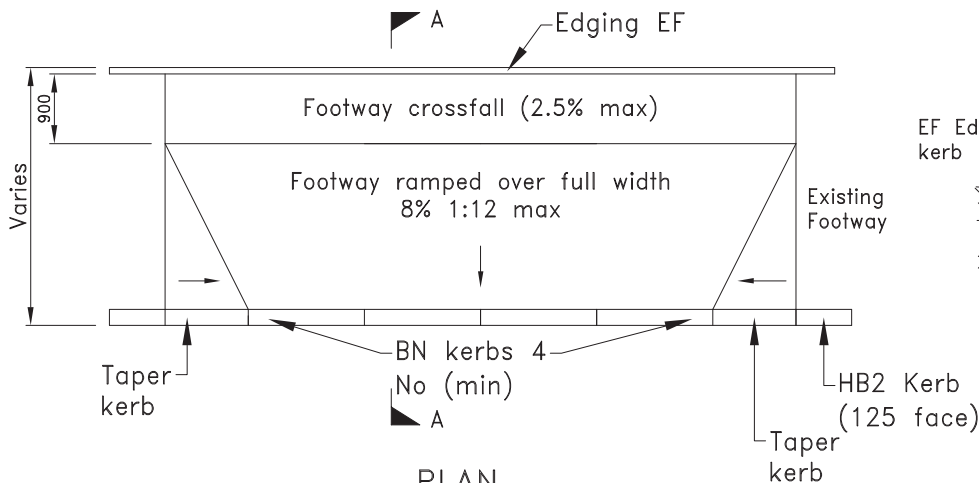
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Scale

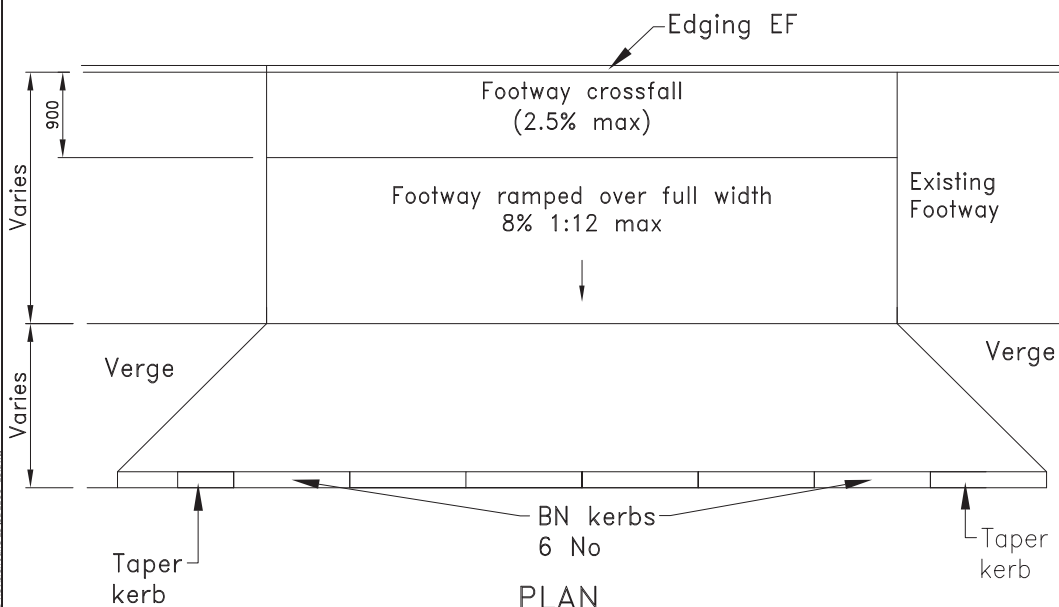
NOT TO SCALE

Drawing No.

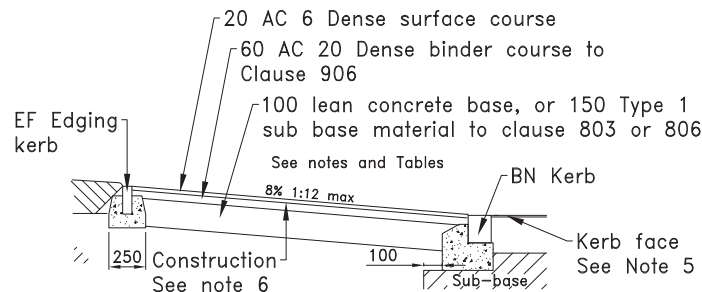
**SD/1100/19**



PLAN  
Vehicular Crossover without Verge



PLAN  
Vehicular Crossover with Verge



Section A-A  
Light Duty Vehicular Crossover

LIGHT DUTY FOOTWAY/FOOTPATH  
DOMESTIC VEHICULAR CROSSOVER

20 AC 6 Dense surface course  
60 AC 20 Dense binder course to Clause 906  
Type 1 - sub base material to Clause 803  
(See table 1.1 and note 9)

Table 1.1

Sub Base	225	150	150
Subgrade*	≤ 2%	≤ 5%	> 5%

HEAVY DUTY FOOTWAY/CROSSOVER  
AND HEAVY VEHICLE OVERUN

25 AC 6 Dense surface course  
90 AC 20 Dense binder course to Clause 906  
Type 1 sub-base material to Clause 803  
(See table 1.2 and note 9)

HEAVY DUTY RURAL CROSSOVER

150 unreinforced air-entrained concrete C32/40 to BS EN 13877 and BS 8500  
Type 1 sub-base material to Clause 803.  
(See table 1.2 and note 9)

Table 1.2

Sub Base	365	270	210	165	150
Subgrade*	≤ 2%	< 3%	≤ 4%	≤ 5%	> 5%

\* It may be necessary to stabilise subgrade or replace with granular capping if CBR < 2%

Notes

- All dimensions are in millimetres.
- All kerbs to BS EN 1340:2003
- Kerbing details to be as shown on drawing SD/1100/1 except where modified by this drawing.
- Kerb faces:  
Half batter kerbs - HB2 125  
Splay kerbs - SP100
- Crossing points shall be constructed as shown in section A-A. Construction thickness shall be increased at vehicular crossing points, see Tables  
Kerb faces shall be:  

Vehicular	20	Tolerance + or - 6
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- Taper kerbs are required at changes in kerb face at crossing points.
- Edging kerbs shall be provided on all free edges of paved areas not confined by a kerb or boundary wall.
- Vertical alignment of back edging shall be maintained at crossing points and the crossing graded from edging to carriageway level.
- Asphaltic concrete shall comply with BS 594987, Sub-base shall be to Clause 803 or 806 Asphaltic planings to the approval of the overseeing organisation may be used
- All soft spots and organic material must be removed before construction.
- An approved residual weedkiller which does not contain Atrazine or Simazine must be applied to all formations.
- Verge areas shall have a 150 covering of topsoil spread 25 above top of kerb or edging to allow for settlement and shall be seeded in accordance with the Specification
- Existing verges adjacent to new kerbing must be regraded and seeded.
- Alternative designs incorporating flags and pavours shall be to the approval of the overseeing organisation
- Minimum number of full kerbs = 4 BN

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STANDARD DRAWINGS

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Vehicular Access Construction Details

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B.S

Scale

NOT TO SCALE

Drawing No.

SD/1100/18