

Classification: OFFICIAL



Francis Martin
Executive Director for Economic Growth
and Neighbourhood Services

19 Bennet Road, Reading, RG2 0QX
☎ 0118 937 3787

E-mail: highways.drainage@reading.gov.uk

Your contact is:

Highways

Dear Resident

RE: VEHICLE CROSSING / DROPPED KERB APPLICATION

Thank you for your recent enquiry regarding a vehicle crossing at the above address. To enable us to consider this application we require you to complete the attached form.

Please be advised that there is an inspection fee of £75.00 (non-refundable). Payment can be made either by cheque (made payable to Reading Borough Council) and sent with your completed application form or alternatively you can pay by debit or credit card by telephone on the number above.

On receipt of your completed form and payment, I will arrange for an Officer from the Highways and Drainage Operations Team to visit the site to assess the application, check its suitability and take measurements. Please note that some roads are classified as traffic sensitive and may not be suitable for a vehicle crossing. If your property is on a classified road, the new access will require planning permission **before** any work can be carried out. If either of these is applicable to your road the Network Management and Planning Sections will be consulted.

Once your application has been assessed, I will write to you to confirm whether or not a vehicle crossing can be constructed in your preferred location and the charges applicable.

For those crossings approved, an appropriate hard standing area for your vehicle must be created on your property and the affected boundary structure (e.g. fence, wall) removed prior to any works on the public highway.

Please note that since 1st October 2008, planning permission is required for any hard standing (new or repair/replacement) at a property that is constructed of a non-porous material (tarmac, concrete or brick paving) in excess of 5 square metres and does not have surface water run off to a permeable or porous area within the boundaries of the property, e.g. lawn. Hard standing at other properties (including flats) is likely to require planning permission regardless of the proposed material (except some industrial/warehouse uses). It is recommended that you contact the Planning Department on 0118 937 4026 if you require further information. If you do

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not meet these requirements, planning permission would be required **before** any work can be carried out. A copy of the planning permission would be required.

You are entitled to use an approved private contractor for the work, and details will be sent to you with the Council's quotation for the works.

If you live in a Council or Housing Association owned property, you must obtain permission from your Housing Officer or Association. Copies of the approval letter must be supplied with the application.

If you wish to have an Access Protection Marking (white line across the driveway to highlight its presence) installed with your vehicle crossing, please indicate on the application form as appropriate.

Please be aware that the Access Protection Marking is a courtesy marking only and cannot be enforced by law.

Please note: The new off-street parking hard standing area on the property frontage must have minimum dimensions of at least 2.4m wide (along the boundary entry point) and a minimum 4.8m length (this is the minimum depth of property frontage required)*. This is to ensure that vehicles do not overhang onto the public highway as this can constitute an obstruction of the public highway under the Highways Act 1980.

*Should it be of interest to you, the Council can also provide a quotation for the construction of the hard standing area/associated works on your private property frontage. If you would like a free no obligation quotation, please indicate on the application form as appropriate.

If you require any further information please contact the Neighbourhood Support Services Team on the above telephone number.

Yours sincerely

HIGHWAYS

Application for Vehicle Crossing



Ref No

Please return to: Highways
19 Bennet Road
Reading, RG2 0QX

Email: highways.drainage@reading.gov.uk

TITLE: FORENAME: SURNAME:

CONTACT ADDRESS:
.....

POST CODE: TELEPHONE: (During Office Hours)

ADDRESS OF ACCESS:
(If different from above)

WOULD YOU LIKE A QUOTATION FOR AN ACCESS PROTECTION MARKING (WHITE LINE ACROSS THE DRIVEWAY TO HIGHLIGHT ITS PRESENCE) AS PART OF YOUR VEHICLE CROSSING? THIS WILL BE CHARGED AT A SEPARATE COST ON YOUR ESTIMATE. YES / NO

WOULD YOU LIKE A FREE NO OBLIGATION QUOTATION FROM THE COUNCIL TO CONTRUCT A HARD STANDING/ASSOCIATED WORKS ON YOUR PRIVATE PROPERTY FRONTAGE? YES / NO

PLEASE PROVIDE A DRAWING OF THE PROPERTY FRONTAGE SHOWING THE POSITION AND MEASUREMENTS OF THE PROPOSED VEHICLE CROSSING:

[Empty box for drawing of property frontage]

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PLEASE ENSURE THAT YOU HAVE MADE THE APPLICATION FEE PAYMENT OF £75.00

I HEREBY APPLY FOR PERMISSION TO CONSTRUCT THE VEHICULAR ACCESS AS DESCRIBED ABOVE.

Signature..... Print Name

Date

FOR OFFICE USE ONLY

Traffic Sensitive Street Yes / No
Traffic Flow concerns Yes / No
(Refer to Network Management)
Classified Road Yes / No
Network Management Observations

Signature: Date: