Dear

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 (non-refundable). Payment can be made by debit or credit card by telephone number 0118 9373787.

On receipt of your completed form and payment, we 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, we 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 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.

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 be installed prior to the construction of the new vehicle crossing on the public highway and 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.

Before you submit your application and fee payment please ensure your proposed vehicle crossing complies with the minimum criteria listed on the vehicle crossing application form attached.

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 CONSTRUCT 
AN INTERNAL DRIVEWAY/HARD STANDING/ASSOCIATED WORKS ON YOUR PRIVATE PROPERTY 
FRONTAGE? YES / NO

MINIMUM CRITERIA: 
1. Width of vehicle crossing access at the boundary point minimum 2.4m 
2. Depth of vehicle crossing hard standing minimum 4.8m 
3. An appropriate hard standing area for your vehicle must be created on your property prior to construction of the new vehicle crossing on the public highway 
4. Excessive loss of verge / soft landscaping area will be refused 
5. Loss / damage to trees or their root system may result in application refusal 
6. The cost of relocation and / or adjustment of street furniture, (streetlights, signs, poles, utility inspection covers etc.) will be for the applicant’s account 
7. Refer to web link www.reading.gov.uk/maintenanceandroadworks 

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

PLEASE ENSURE THAT YOU HAVE MADE THE APPLICATION FEE PAYMENT OF £75

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: …………………………………

READING BOROUGH COUNCIL
VEHICLE CROSSING POLICY

1. Applications for a vehicle crossing can be made on-line by visiting www.reading.gov.uk. Please create an account and then make your application via the on-line application form.

2. The Vehicle hard-standing area on property frontage should 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). Note: This is a minimum requirement; a greater size may be required to accommodate larger vehicles. A greater distance /depth may also be required to allow for property access/doorways etc. The vehicle hard-standing should be constructed before, or at the same time as the vehicle crossing is constructed. It is not permitted for vehicles to overhang the public highway as this can constitute an obstruction of the public highway under the Highways Act 1980.

3. 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 and Development Control and/or Planning will be consulted as appropriate.

4. If the proposed vehicle crossing is in a road where there is a formalised on-street parking scheme and/or Traffic Regulation Order in place, Network Management will be consulted as appropriate.

5. The entrance width/opening to the property frontage should be suitable for vehicle(s) to be able to park on hard-standing(s) perpendicular on property frontage (as explained in point 1 above). Entrance width/opening needs to be wide enough so that vehicles do not ‘bump up’ full height kerbs.

6. A vehicle crossing should be a minimum distance of 10m away from a junction.

7. Visibility splays/sight lines should be acceptable to ensure safe access/egress from property.

8. If any tree and/or root system would be affected by the proposed vehicle crossing, Planning and Parks will be consulted as appropriate.

9. The total continual length of dropped kerb (including where shared with neighbouring property, ideally should not exceed 10m. Note: in situations where it would be greater than 10m, the decision on whether or not to approve will be at the Council’s discretion.

10. In situations where a neighbouring property already has an established historical/legal vehicle crossing and there is insufficient space/gap between the crossings to install ‘transition kerbs’ and ‘full-height kerbing infill’, it may be necessary to extend the existing dropped kerb from the neighbouring property to create the new vehicle crossing (‘transition kerbs’ laid back to back are not normally accepted). This will depend on the location of the proposed vehicle crossing in relation to the neighbouring existing vehicle crossing. Effectively such a situation creates a shared vehicle crossing rather than two separately defined vehicle crossings. This will be at the Council’s discretion.

11. Water run-off from private property onto the public highway is not permitted. An appropriate method of drainage needs to be provided within the property curtilage including the use of suitable permeable surfacing materials.
12. 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 Planning on (0118) 937 3787 if you require further information. If you do not meet these requirements, planning permission will be required before any work can be carried out. (A copy of the planning permission will be required).

13. If gravel is to be used as a permeable surfacing material to the hard-standing, a non-gravel apron/strip is required across the entrance width/opening on the private property frontage to prevent the gravel from migrating onto the public highway.

14. Vehicle crossing applications will not be approved in locations where there would be a substantial loss of public highway/Council maintained grass verge and/or have a detrimental effect on the local environment/street scene.

15. The loss of an area of grass verge up to 8m² is acceptable, however, if an area of between 8m² and 15m² of public highway /Council maintained grass verge is considered for removal, it will need to be replaced by a suitable permeable bituminous/tarmacadam material appropriate for use on the public highway and approved by the Council. This material will be applied to all of the crossing area to reduce the impact of surfacing a verge area.

16. Street furniture (e.g. sign posts, street lighting columns) should be a minimum distance of 1.0m from a vehicle crossing (top of transition kerb) to reduce risk of damage from turning vehicles. Note: where it is considered feasible/agreed by the Council to relocate/reposition street furniture/utility equipment so as not to impede a vehicle crossing, all costs associated with such work to be charged to vehicle crossing applicant and included in the cost estimate.

17. Edging kerb or similar approved will normally be required as a demarcation between the back of footway/highway boundary and property frontage boundary.

18. Utility covers/manhole covers within a vehicle crossing should be to the required specification/standard for vehicles to override (to be supplied by the relevant utility company as required). All work to utility covers/boxes/ chambers should be carried out by relevant utility company (e.g. cover supply replacement/adjustment/ lowering etc.) to ensure that work is carried out in accordance with utility company’s requirements, specification and standards. Utility mains/services/equipment and plant may require lowering/repositioning/replacing as a result of a vehicle crossing application. Again, all such work will be carried out by the relevant utility company. The cost(s) for any utility works required will be charged to the vehicle crossing applicant and included in the cost estimate.

19. Kerbing to vehicle crossings to match existing general ‘kerb type’ in the road where possible/practicable (e.g. granite kerbs/setts/conservation kerbs).

20. Where an Access Protection Marking (APM) is to be installed, it will extend to the whole length/width of the vehicle crossing (from top of transition kerb to top of transition kerb), including across the whole length/width of shared vehicle crossings. It will not be permitted to install an APM to part/half of a vehicle crossing, even where there is a shared vehicle crossing (Refer to Council’s Access Protection Marking Policy).
21. There may well be other site specific factors/requirements which need to be taken into account with a vehicle crossing application. These will be identified and considered as appropriate and will be at the Council’s discretion.

22. All of the above vehicle crossing criteria will be considered as part of the site assessment.

23. The Council’s decision on a vehicle crossing application is final, in its capacity as the Local Highway Authority.

24. The vehicle crossing application fee is non-refundable. Applicants are advised to first check that their application meets the various criteria of this vehicle crossing policy before submitting it to the Council.

25. The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken.