

Kent County Council Highways Transportation & Waste
Vehicle Crossings Team
Aylesford Highway Depot
St Michaels Close
Aylesford, Kent
ME20 7BU
Ask for – Contact Centre

Telephone: 03000 418181

Dear Sir/Madam

Application to install or alter a Vehicle Crossing or access for a commercial property or development.

Please find enclosed information with respect to installing or altering an industrial or commercial vehicle crossing (including developments to include vehicle access). This process is only suitable for simple access works and applications may be referred to our Agreements Team.

Approval must be obtained from Kent County Council Highways & Transportation to alter the public highway (highway includes carriageway, footway, verge and roadside scrub) to provide access for vehicles.

Please read the Self-Assessment form before applying (whilst illustrated for domestic premises the principles apply equally for larger premises and requirements will depend on vehicle size).

Please make sure that you read all the notes carefully before submitting your application. We will need to see evidence of your planning consent with this application.

To apply for a vehicle crossing complete the application form and return it to the above address with any requested information. The fee for administration and inspection fees are based on the table below, which relates to the number of units within the development and *not* the number of vehicle accesses being created:

- 2 to 5 properties - £350 per property (minimum fee applies £850 maximum £1,600)
- 6 to 25 properties - £350 per property (minimum £1,700 maximum £4,375)
- Temporary Accesses - £900 per access including £90 technical re-instatement inspection fee
- Technical Fees will apply for Street Lighting, Drainage and Soft Landscape visit where required - £90 per visit
- Commercial/public premises/businesses/car parks – access only fee £1,255 plus additional administration costs based on designated parking spaces, £350 per space

If you have any further queries, you should contact KCC Highways on 03000 418181 or www.kent.gov.uk - Contact us (Highways).

**APPLICATION FORM
TO CONSTRUCT A VEHICULAR CROSSING ACROSS A FOOTWAY OR VERGE
in accordance with Highways Act 1980 and the requirements of New Roads
and Street Works Act 1991**

(PLEASE COMPLETE IN BLACK INK)

Name of Applicant:

Address of Applicant:

Contact telephone number:

Email address:

Preferred contact: EMAIL/POST

Precise location of the proposed vehicle crossover (if different to above):

Is crossover for use of cars and light vehicles (up to 3.5T) ONLY? YES/NO

What is the purpose of the crossing (eg. Access to office staff car park)?

Is the crossover permanent or temporary?

Name and address of registered freeholder. *If different to Applicant: please attach evidence of ownership (eg. Land registry documents) and written permission from owner for these works to be carried out.*

Local Authority Planning

Planning Ref.No:

Validation Date:

NOTE: Please include the Notification of Grant of Full Planning Permission, latest drawings and any paperwork related to the application for a vehicle crossing.

This application form is not suitable for bell-mouth constructions and you would need to speak to your local KCC Highway Planner regarding the work being carried out under Section 278 of the Highways Act 1980

Please tell us of any restrictive road markings at the location

Please include all of the following:

All street furniture such as utility boxes, posts, signs, cabinets or trees and Traffic Regulations, such as Double/Single yellow lines, Pedestrian crossings, Zig zag markings and Parking bays/bus stops – a charge may apply for moving these if required.

Please ensure all drawings are included in your application and where possible supply photographs of the selected site.

You should also make contact with all third utility asset owners impacted by your proposal

Applicant Declaration

I enclose the following:

- ☐ Please select if you wish to make payment by BACS - instructions on how to make payment will be emailed on receipt of your application.
- ☐ Please select if you would like to make payment online by credit/debit card – instructions on how to make payment will be emailed on receipt of your application.
- ☐ Copy of correspondence with Local Planning Authority relating to and including a copy of the planning consent.
- ☐ Photograph(s) or picture showing proposed location of crossing marked clearly.
- ☐ Copy of land ownership information and permission to construct if land does form part of KCC public Highway or if you are not the property owner.

Please note that if you submit an incomplete application, we will notify you and request you provide the missing information within 30 working days. If you fail to submit the required information within 30 working days, we will retain the administration fee to cover the work already undertaken, close your application and refund the inspection fee. If after this stage you wish to re-apply for a vehicle crossing, you will be required to include a cheque for full amount as per the original application.

I declare that I have read the attached Notes and the Self-assessment document and understand that further costs may be incurred if there are obstructions near the proposed vehicle crossing.

I declare that all the particulars given with this application are true.

Kent County Council will only use the information provided in conjunction with the processing, management, and the compliance of your licence. The information may be shared with the relevant district, Borough and City Councils or Statutory Regulators for compliance and monitoring purposes as necessary.

Name (print):

Position:

Signature of Applicant:

Date:

Please email the completed application form with the requested documents to the vehiclecrossings@kent.gov.uk