

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

Telephone: 03000 418181

Dear Sir/Madam,

**Application for a new Vehicle Crossing or an alteration to an existing Vehicle Crossing.**

Please ensure you have read the self-assessment form before completing the application. This will help you determine whether your application is likely to be successful and to protect against a potential loss of the non-refundable administration fee. Visit [www.kent.gov.uk/droppedkerb](http://www.kent.gov.uk/droppedkerb) to download a copy of the self-assessment form.

NOTE: If the crossing will be used for heavier vehicles (i.e. over 3.5T), you will need an enhanced crossing. Please visit [www.kent.gov.uk/droppedkerb](http://www.kent.gov.uk/droppedkerb) to download a 'developer' application form.

NOTE: Lane rental fees may be applicable for vehicle crossing works on the highway. To find out if your road is affected or for more information on the scheme please visit [www.kent.gov.uk/lanerentalscheme](http://www.kent.gov.uk/lanerentalscheme).

To apply for a vehicle crossing, complete this Application Form and return it to the above address with any requested information and a cheque for £320.00 to cover administration and inspection fees. Please note that should approval not be granted for the crossing, due to highway safety reasons, the administration fee of £170.00 is non-refundable.

If you have any further queries you should contact KCC Highways on 03000 418181 or [www.kent.gov.uk](http://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**

**Name and address of registered freeholder if different to applicant. Please attach written permission from owner of the property.**

***Do you require Planning Permission?***

***This information will be required before we can process your application***

*You must contact your local Borough/District Council, Planning department to notify them that you wish to apply for a vehicle crossing and enquire as to whether you will require planning permission. **If so, please forward a copy of the planning permission with your application.***

*If they advise you that planning permission' is not necessary, we will require written confirmation by letter, email or Lawful Development Certificate from the Borough /District Council, as part of your vehicle crossing application.*

***If any developments or alterations to your property require planning permission, please also include this with your application.***

*If the vehicle crossing is located in a conservation area or if permitted development rights have been removed, or you are making alterations to your property to provide access to and from the crossing, you should check the need for planning consent with your Local Planning Authority.*

**Please tell us of any restrictive road markings at the location** (*such as parking bays, pay and display, limited waiting or bus stops etc; - a charge will apply for moving these if required. Include these items in the sketch below.*)

**Please sketch the location of the proposed vehicle crossover** (*see example in guidance notes*): *include any 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, as these will need to be considered when assessing your application - a charge may apply for moving these if required. Please include measurements and a nearby landmark to give an exact location of the crossing on the ground and provide one or more photographs of the requested location.*

## Applicant Declaration

### I enclose the following:

- Cheque made payable to **Kent County Council** for the administration and inspection fees of £320.00. (The administration fee of £170 is non-refundable).
- Copy of planning permission or confirmation that it is 'not' required – see *notes on Page 2*.
- Photograph(s) or picture showing proposed location of crossing marked clearly.
- Copy of permission from land owner to construct the Vehicle Crossing.

*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 refund the inspection fee of £150 but retain £170 to cover the work already undertaken and close your application. If after this stage you wish to re-apply for a vehicle crossing, you will be required to include a cheque for £320 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 in the vicinity of 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):

Signature of Applicant:

Date:

**Please return this application form and requested documents to the KCC Highways Office at Aylesford, shown on the covering letter.**

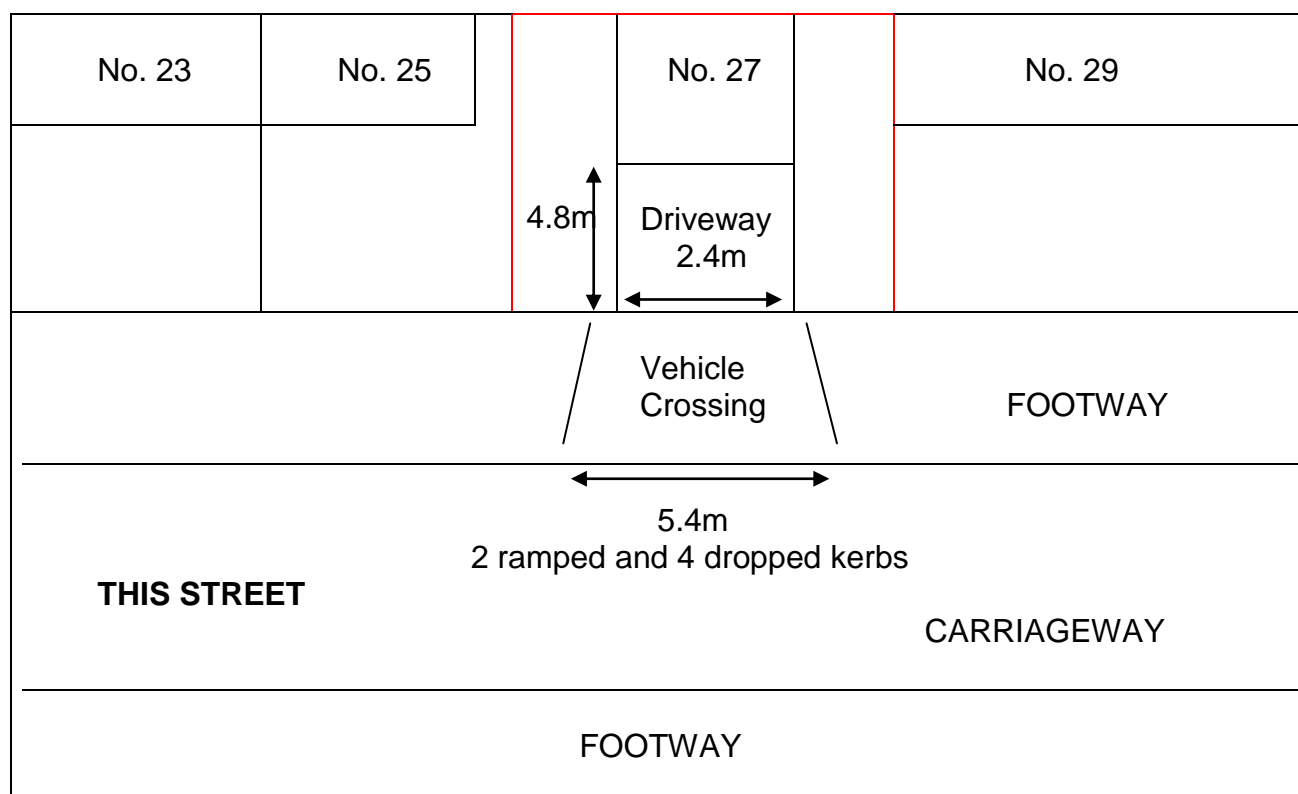
## Application Guidance Notes

### Example Sketch of proposed Vehicle Crossing location:

Please ensure that accurate measurements are shown on the sketch plan.

A standard vehicle crossing will normally be as shown here – 4 dropped kerbs and a ramped kerb either side (6 kerbs, measuring 5.4m total). If you require something different please say what and why in the application form.

No. 27 This Street – Proposed Vehicle Crossing to start 1m in from boundary 27/29 at rear of footway



**(NOTE: Hand drawn sketches from the applicant will be acceptable)**