



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 & Waste 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 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 go to www.kent.gov.uk/lanerentalscheme.

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:

- 1 property - £530
- 2 to 5 properties - £215 per property (minimum £530)
- 6 to 25 properties - £106 per property (minimum £1060)
- Over 25 properties – £2650 plus additional £106 per property

(Large developments and temporary accesses may have different fees confirmed)

Your application may take up to 12 weeks to fully process and for us to inform you whether approval can be granted.

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)?

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.*

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 for a development application - **see table on Page 1**.
- 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 share 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 return this application form and requested documents to the KCC Highways Office at Aylesford, shown on the covering letter.