

# CITY OF WOLVERHAMPTON COUNCIL

## HIGHWAY ASSETS

### NEW / EXTENSION TO EXISTING

### VEHICULAR FOOTWAY CROSSING

### INFORMATION LEAFLET / APPLICATION FORM

If you have any questions concerning New/Extensions to Existing Footway Crossing please contact:  
(01902) 555791

This leaflet is one of a series which has been prepared to help you understand the services provided by City of Wolverhampton Council.

تحتوي هذه النشرة على معلومات هامة، رجاء اسأل شخصاً لكي يقرأها عليك.

اطلاعات موجود در این بروشور بسیار مهم است، لطفاً از یک نفر بخواهید آنها را برای شما بخواند.

આ પત્રિકામાંની માહિતી અગત્યની છે, કૃપા કરીને કોઈક વ્યક્તિ આપને તે વાંચી સંભળાવે તે માટે વિનંતી કરો.

इस दस्तावेज़ में जानकारी महत्वपूर्ण है, कृपया किसी से कहें कि इसे आपको पढ़ के सुनाए।

Informacje zawarte w tej ulotce są ważne, poproś kogoś, by Ci ją przeczytał.

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਮਹੱਤਵਪੂਰਣ ਹੈ, ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ, ਤੁਹਾਨੂੰ ਪੜ੍ਹਕੇ ਸਣਾਉਣ ਲਈ ਕਹੋ।

اس کتابچہ میں اہم معلومات ہیں، برائے مہربانی کسی سے کہیں کہ وہ آپ کو یہ پڑھ کر سنائیں۔

**The information in this leaflet is important, please ask someone to read it for you.**

**November 2019 (Not valid after October 31st 2019)**

We encourage residents to legally park off the street to maintain traffic flow and minimise congestion. However, we need to consider how this work will affect your garden, the street scene and if one can be constructed without compromising safety.

**This information leaflet answers some of the questions you may have about footway crossings.**

### **What is a footway crossing/dropped kerb/vehicle crossing?**

A footway crossing allows vehicles to cross the pavement to and from a driveway without damaging the pavement or kerbs. The work involves lowering the kerbstones and strengthening the pavement to create access.

### **Do I need any permission?**

Yes, in every case you will need permission from the Council's Highways Assets team. An inspection fee is charged (non-refundable) for the Council's Highway Technician to visit the property to assess if it is possible for a footway crossing to be installed and if any conditions are to be met. This charge covers one visit and should you request the technician to call again you may incur an additional cost. For details of the current charges please refer to the application form.

Please note: The inspection fee will also be charged if the Council's Technician is called to:

- validate the legality of an existing footway crossing;
- assess if it is possible for a footway crossing to be constructed at a different address (e.g. with a view to possibly purchasing the property)

### **Additionally, if any of the below apply, you will require planning approval**

- The property is situated on a classified road - A, B or C
- The property is within conservation area
- Your property is listed
- If the building is divided into several properties, e.g. flats
- Is for offices, shops etc

We will also need permission from the land owner if you are renting your property, it crosses over land owned by City of Wolverhampton Council but managed by Wolverhampton Homes or it belongs to a private landlord and does not form part of the public highway (in the case of Wolverhampton Homes you will need permission from them).

You will be advised if any of the above apply to your proposed crossing but you should note there will be a cost implication, should an officer visit your property. Therefore you are advised to obtain permission before you submit this application.

If you wish to check in advance please ring:

- To verify the classification of a road, call Highway Assets (01902) 551807
- Planning permission, call Planning Division (01902) 556026

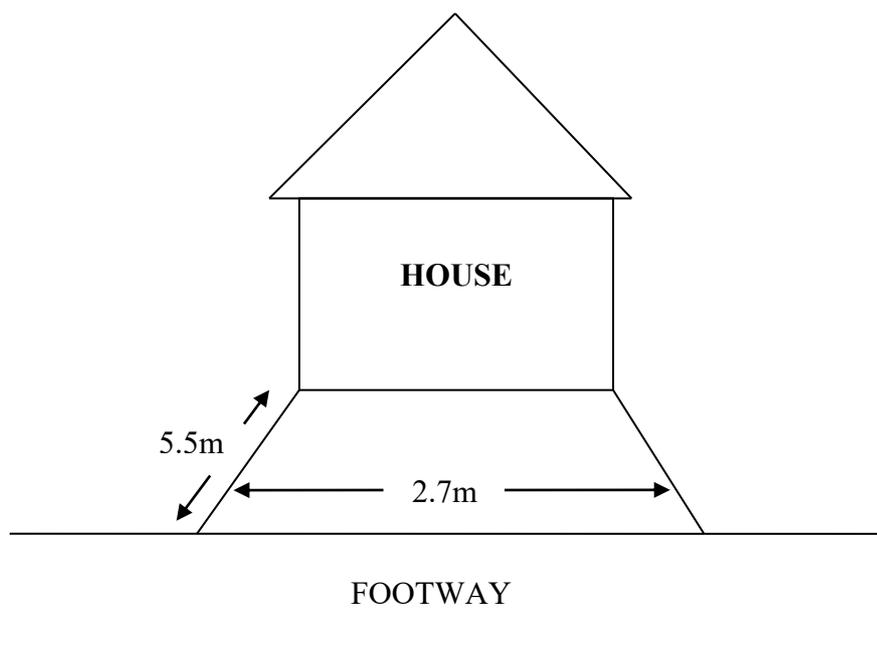
### **What could stop me from having a footway crossing?**

You may not be able to have a footway crossing if:

- Your property is on a bend, close to traffic signals or at a road junction
- There is a steep slope between your garden and the road
- Your garden isn't deep enough
- There is a tree on the pavement outside your property that would be too close to the proposed crossing
- Street signs and street lighting columns outside the property cannot be re-sited
- Other reasons that apply only to the location of the property
- You live on a 40mph road and are unable to leave your property in a forward gear

### **Does my garden need to be a certain depth and width?**

- Your garden must be a minimum of 5.5m deep, this is to make sure your car does not overhang onto the footpath and obstruct pedestrians
- The opening created at the back of footway in walls or hedges should be a minimum of 2.7m in width to allow access to the property
- Your view when driving out of your property is not obstructed by high walls or fencing
- The proposal will not affect the safety of traffic and pedestrians



**Normally, a minimum of 5.5m length and 2.7m wide**

### **What happens if the property is rented?**

If the property is rented (e.g. from Wolverhampton Homes, a housing association or private landlord), you will need the landlord's permission to park a vehicle on the frontage or make any changes to the property. We will require written evidence of this or your application may be delayed.

### **What happens if the property is leasehold?**

If the land on which the vehicle is to be parked is leasehold, you will need the landowner's permission to park a vehicle on the frontage or make any changes to the property.

### **When should I make a driveway in my garden?**

You should not create a driveway in your front garden until you have obtained the necessary permission(s) and received notification from City of Wolverhampton Council confirming it is in order for you to proceed with the crossing. However, I would draw your attention to the chapter on 'Guidance on the permeable surfacing of front gardens', see page 4, which provides advice on how to proceed with the construction of a hardstanding.

To prevent damage to the newly constructed vehicle crossing, it is preferable that works to the driveway/parking are carried out prior to the construction of the vehicle crossing. Driveways and parking areas should be constructed to prevent water running onto the highway. If the construction is of loose materials (e.g. gravel) this must be prevented from being carried onto the highway.

### **How wide will the footway crossing be?**

The standard width is 3 flat kerbs measuring 2.7m/9ft and two tapers measuring 1.8m. However, if you want the footway crossing to be wider, please tell us the width you would like when you fill in the application form. Please note that a maximum number of kerbs may be imposed. A crossing will not usually be approved, or an existing crossing widened, so that it covers the full width of your property.

### **Will I own the footway crossing?**

No, the footway crossing will remain part of the public highway and will be the responsibility of the Highway Authority to maintain. The construction of a vehicle crossing does not give the occupier any particular rights except to drive across the footway to gain access to their property.

### **Can I undertake the works myself?**

Only accredited contractors will be able to carry out work on the public highway. They must have public liability insurance and the operatives undertaking the work must be trained and accredited by the recognised body. Your contractor will be required to apply separately to the Council for a licence to undertake the construction work "Permit to Dig" under Section 171 of the Highways Act 1980, at which time his insurance and accreditation will be checked. There is a fee for this licence (see page 8)

### **Who pays for the construction of the footway crossing?**

You will be responsible for organising someone to carry out the works. Costs relating to the construction of the footway crossing are to be borne by you.

### **What about third party apparatus (not belonging to City of Wolverhampton Council)?**

Kerbs cannot be lowered directly in front of telegraph poles, street cabinets, inspection covers etc. If these require alterations it will be your responsibility to contact the utility company directly, co-ordinate and pay for the works yourself. The Council's Highway Technician will advise you if any such alterations are required.

**Note: it is best to obtain estimates of costs from utility companies prior to undertaking any works as sometimes their costs can be extremely high.**

**What about illuminated/non-illuminated street furniture e.g. lighting columns and street signs which would affect the proposed crossing?**

Following a site inspection by the Council's technician you will be informed if it would be permitted for the street furniture to be repositioned. You will be given a fixed price quotation for all costs involved and will have to pay the full amount direct to the Council. Only the City of Wolverhampton Council can carry out this work.

**What if a tree on the pavement is affected by the proposed footway crossing?**

We must make sure that tree roots are protected. Generally, there needs to be a distance of four times the trunk circumference between the tree and the crossing. All trees are subject to a site inspection and risk assessment by the Council's arboricultural officer.

Please use the following link to access the Council's website to request an inspection of the tree:  
<https://www.wolverhampton.gov.uk/customerservices>

Select the "Other" enquiry category and request an inspection of a highway tree to assist with the construction of a footway crossing.

Alternatively contact Customer Services on 01902 551155

Where the tree is dead, diseased, or is considered by the Council to have outgrown or be inappropriate for its location, the Authority will fund the removal of the tree. If none of these are applicable but permission is given for the tree to be felled then you will be required to meet the removal costs plus the costs of planting a replacement, (if deemed necessary by the Council). Only the City of Wolverhampton Council can carry out this work.

**Is there any financial assistance with the cost?**

If you are registered disabled you may be entitled to assistance with a footway crossing. For further information contact the Council's Independent Living Team on (01902) 553666 (optional) or email [ilsott@wolverhampton.gov.uk](mailto:ilsott@wolverhampton.gov.uk)

**What if the Council is undertaking works on my street?**

If the Council carries out footway reconstruction works, then properties located off the footway will be entitled to a vehicle access crossing or extension of an existing vehicle access crossing at a discounted rate. No refunds will be given for any costs involved in works carried out by you, if the Council does reconstruct the footway at a later date.

**What if I wish to extend my existing footway crossing?**

You will need to complete an application form informing us of the number of additional kerbs required. The inspection fee (non-refundable) is the same as for a new footway crossing. All requests will be considered but please note that a maximum number of kerbs may be imposed. The same consideration would be given as for a new footway crossing.

What happens next? Please complete the application form and return it along with your payment to:

**Footway Crossing Requests  
City of Wolverhampton Council  
Urban Traffic Control – Network Co-ordination  
Civic Centre  
St Peters Square  
Wolverhampton  
WV1 1RP**

We will check all the details on the form to ensure everything we need is included. If there is any information missing, including payment details, your application cannot be processed. We will contact you and inform you of what you need to provide in order that your application can proceed.

A site visit will be arranged with you and the Highway Technician to mark out the proposed crossing. The outcome of the inspection will be given at the visit or processed, and a response will be sent to you normally within 21 days of the site visit.

The response will indicate whether you will be allowed a footway crossing. It will also include the conditions under which any approval applies. Such approval will be valid for a period of 12 months from the date of the visit. If your application is refused the reason(s) for the refusal will be included within the written response.

If you are not satisfied with the reasons for the refusal you may wish to contact us. We try to deal with all applications fairly and equally. All correspondence should be sent to:

**Head of City Transport  
City of Wolverhampton Council  
Civic Centre  
St Peters Square  
Wolverhampton  
WV1 1RT**

#### **Guidance on the permeable surfacing of front gardens**

Changes in government planning legislation came into effect on 1st October 2008; the permitted development rights that allow householders to pave their front garden for hardstanding without planning permission have changed. The Town & Country Planning Act (General Permitted Development) Order 1995 (as amended in 2008) requires all surfacing installed to the front of a property (over 5 square metres) to be of porous material or provisions made to direct any run off to an area that allows the water to drain away naturally within the boundaries of the property.

If a new driveway or parking area is constructed using permeable surfaces such as permeable, block paving, porous asphalt or gravel, or if the water is otherwise able to soak into the ground you will not require planning permission. The new rules will also apply where existing hardstandings are being replaced.

Applying for planning permission will require you to fill in an application form, draw plans (which have to be to scale) and pay the appropriate fee. Planning applications for this type of householder development should normally be decided within 8 weeks after submission.

There are publications available which explain the different approaches to constructing a driveway or other paved area that controls and reduces rainfall runoff into drains by using permeable surfaces or soakaways and rain gardens. Further guidance and examples can be found by visiting [www.communities.gov.uk](http://www.communities.gov.uk) or the Royal Horticultural Society website [www.rhs.org.uk](http://www.rhs.org.uk)

If you have any queries concerning this matter, please contact the Planning Division on telephone number (01902) 556026

**Office Use Only:**  
File Ref:  
Enquiry Ref:  
Payment Code: PC C5 9451

**SECTION 184 HIGHWAYS ACT 1980  
APPLICATION TO CONSTRUCT A VEHICULAR CROSSING  
OVER A CARRIAGEWAY, FOOTWAY OR VERGE**

**Please complete this form in BLOCK CAPITALS and return to:**  
Footway Crossing Request  
City of Wolverhampton Council, Urban Traffic Control – Network Co-ordination,  
Civic Centre, St Peters Square, Wolverhampton, WV1 1RP.  
Tel: (01902) 555791  
Email: [streetworks@wolverhampton.gov.uk](mailto:streetworks@wolverhampton.gov.uk) Website: [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk)

Name:

Address:   
Post Code:

Tel No:  Mobile:

Email:

**Crossing Details**

**Crossing Location** (Please specify the location if different from above).

Post Code:

**Type of Request:**  New Crossing  Extend an Existing Crossing

(a) Will the crossing be used regularly by vehicles other than cars?  Yes  No

If YES please describe the vehicle(s) you intend to use \_\_\_\_\_

(b) Please indicate the width of the new footway crossing \_\_\_\_\_ Metres/Kerbs  
(delete as appropriate).

A Standard crossing is 5 kerb stones (3 normal, 2 splayed\*) or 4.5m approx.

\* Splayed kerb stones are the two sloping kerb stones at the ends of the crossing.

**PLEASE SEE OVER LEAF – TO COMPLETE APPLICATION**

## Housing Ownership

If you are a tenant of Wolverhampton Homes you will need their approval. Please fill out the questions below.

(a) Is the property owned by Wolverhampton Homes  Yes  No

(b) If your answer to question (a) is yes, have you obtained approval from Wolverhampton Homes?  Yes  No

*If yes please provide confirmation letter or name of officer and telephone number*

\_\_\_\_\_

(c) Has the property ever been owned by Wolverhampton Homes  Yes  No

## Planning Consent

Planning permission is required for any crossing on a classified (A, B or C) road or if the property has a listed status and/or is in a conservation area. Contact the planning department on (01902) 556026 to find out if planning consent is required.

Please indicate whether planning permission has been obtained  Yes  No

If yes please provide copy of the planning approval or planning reference number \_\_\_\_\_

**I confirm that I have paid the inspection fee of £ 115.00 and I understand that should my application be refused, or I decide not to proceed any further after the site inspection, the inspection fee is non refundable.**

Name.....Signature.....

Date...../...../.....

**Please note this application form is Not valid after October 31st 2019**

### NOTES:

1. Return the application form (giving at least two weeks notice) together with the inspection fee (non-returnable) in the form of a cheque or postal order made payable to City of Wolverhampton Council. Please remember to write your name and address on the back of the cheque.
2. If approved the consent and appropriate specification will be forwarded to the applicant along with details of contractors who can carry out this type of work. Our approval is not planning consent. As stated the applicant must ensure planning approval, if necessary, has been obtained before constructing the access.
3. If this application is approved your contractor will have to apply separately for a "Permit to Dig" section 171 licence under the Highways Act 1980 to undertake work on the public highway. There is a fee of **£335 (Vat free)** for this.
4. This is in addition to the **£115 (Vat free)** inspection fee.

If you require any help or assistance completing this form please contact please call (01902) 555791. If you need to draw a sketch or provide any additional information please attach it to this form.

CONSENT Approved on behalf of City of Wolverhampton Council by \_\_\_\_\_

Time of Site Inspection \_\_\_\_:\_\_\_\_hrs Date: \_\_\_\_/\_\_\_\_/\_\_\_\_