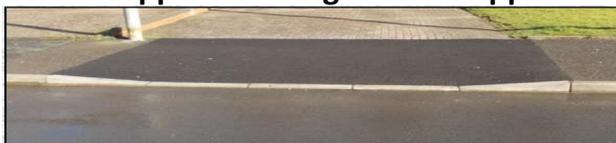


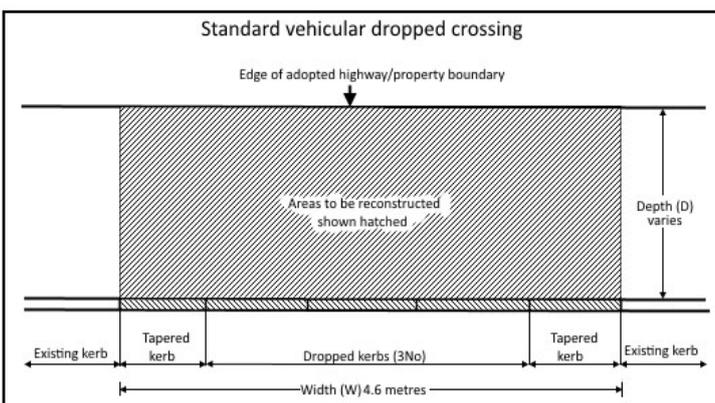
Vehicular Dropped Crossing Service: Application Pack



Ringway Infrastructure Services (RIS) offer a service on behalf of Worcestershire County Council (WCC) to install vehicular dropped crossings on the public highway. This easy to follow guide will take you through the process and allow RIS to provide you with a quotation for the required works. Please take a moment to look at the FAQ's on page 5 and 6 for further information:

The cost:

A standard vehicular crossing for domestic use is comprised of 5 kerbs as per the detail to the right. We will also need to reconstruct the area of footway/verge between the kerbs and the boundary of your property. Quotations are based on the prices below.



Item	Unit	Price
Kerbs	Each	£ 58.94
New Construction (domestic specification)	Per Square Metre	£ 101.03

Prices valid for works completed by 31.03.2021 and are subject to VAT at current rate

Please note: These costs relate to the installation of the crossing only. If there is a need to amend or alter additional items, such as utility covers, lamp posts, or street furniture, then these will incur additional costs.

Before we can proceed with your application, there are a few things that need to be considered. For example, if your road is designated as a classified road (A,B, or C classification) then you will need planning permission from the relevant District Council. You will also need to speak with them if you intend to make a change greater than 5 square metres to your front garden to accommodate a vehicle that involves changing the surface (for example removing a lawn, or other permeable surface and replacing it)

If you're unsure as to whether your road is classified, please give us a call on 0844 225 3002 and we can advise you (Calls charged at 3p/minute plus network rate if calling from mobile). You can also check online at:

http://www.worcestershire.gov.uk/downloads/download/924/searches_and_adopted_roads_classified_and_unclassified_roads

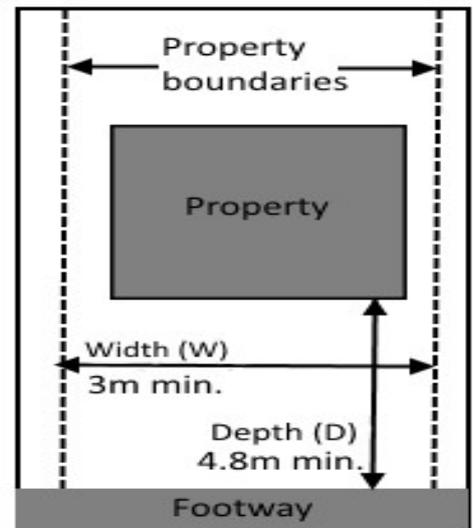
then click the relevant District link to access the list of roads which are listed alphabetically.

If you need to contact your District Council, they can be contacted here – We'll need evidence of your planning approval before we can proceed with any application	
Wychavon District Council	planning@wychavon.gov.uk
Bromsgrove and Redditch District Council	newplan@bromsgroveandredditch.gov.uk
Malvern Hills District Council	development.control@malvernhillsgov.uk
Wyre Forest District Council	dev.control@wyreforestdc.gov.uk
Worcester City District Council	planning@worcester.gov.uk

Before you submit your application, we need to explain the minimum requirements for your garden/frontage to accommodate a vehicle. Please look at the diagram on the right, which shows the space you will need.

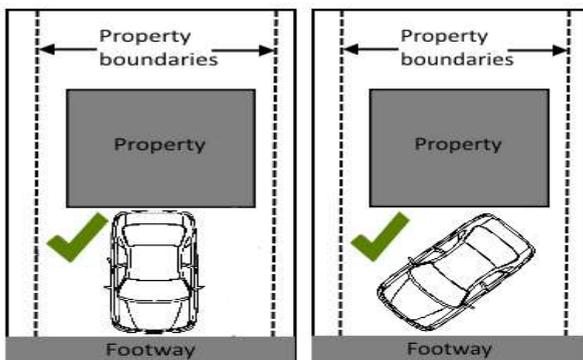
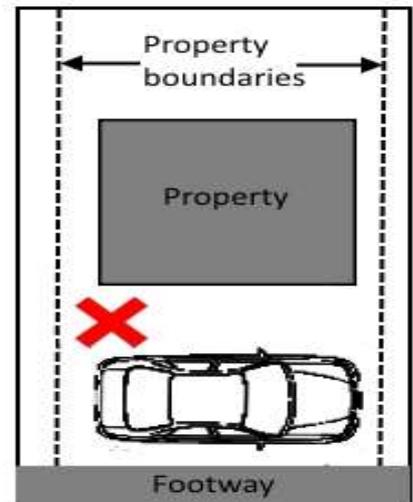
You must have an unimpeded Width (W) of 3 metres minimum and an unimpeded Depth (D) of 4.8 metres minimum. If your proposed parking area has steps up to your house, a protruding cellar light, or bay window, then you will need to take account of these when submitting your measurements as part of your application.

You should also consider whether there will be sufficient space to get in and out of the vehicle comfortably without the doors affecting the footway and a clear path to your front door.



Whilst we will make every attempt to accommodate the installation there are a number of situations where we will not grant permission. These relate to where the proposed access:

- Affects, or is in close proximity to a radius or junction to another road
 - Cannot achieve the minimum visibility requirements
 - Affects a pedestrian crossing area, controlled or otherwise
 - Crosses a wide verge, or "amenity area"
 - Compromises a designated parking bay or layby area
 - Requires the removal, or alteration to any tree within the public highway
 - Requires an amendment to a Traffic Regulation Order
 - Is higher than the road resulting in a slope greater than 8%
 - Where the supplied dimensions and physical restrictions to your frontage, suggest that the vehicle is to be parked parallel to the footway, requiring numerous manoeuvres to park the vehicle using the footway to do so. Note. Parallel parking may be considered if the Width (W) of property is at least twice the required minimum. We will also consider joint applications from 2 adjacent properties; however these must be constructed simultaneously.
- You will need to complete all necessary groundworks to your frontages and supply evidence of this prior to the crossing being installed.** Both of these scenarios will require additional dropped kerbs.



The two types of parking shown to the left are fully supported. The parked vehicle must not encroach onto the footway. Where gates are to be installed, these must open inwards and you should therefore allow additional Depth (D) for this operation. Similarly where the access serves a garage, you must make allowances for the doors.

Are you eligible to apply for changes to the property? Please note:
 If you are the tenant, or the property is, or was owned by the Council, you must contact your landlord / housing association as they will need to provide you with a letter confirming you have permission for a parking space.

This **must** be submitted as part of your application.

Section 1: Is planning permission required? Please tick the appropriate column.

If you have planning permission, quote your planning approval reference here then proceed to Section 2		
	YES	NO	OFFICE
1.1 - Does your proposed pavement crossing give access onto a classified road?			
1.2 - Is the property a multi-dwelling (i.e. flats / maisonettes etc)?			
1.3 - Is the property in a conservation area?			
1.4 - Is the property a listed building?			
1.5 - Will you need to do excavations, demolish, build or any other engineering work for your access?			
1.6 - Will you be changing over 5m square of your garden to hard surfacing?			
1.7 - Will you need to link to a surface water drainage system?			

NOTE: You will need to make arrangements to ensure water does not flow onto the highway.

Please do not submit an application to Ringway Infrastructure Services without confirming the planning requirements, as it will be rejected.

If you have answered **YES** to any of the above 7 questions, please contact your relevant District Council's planning department for guidance before continuing with this application.

Section 2: Is the site suitable? Please tick the appropriate column

	YES	NO	OFFICE
2.1 - Is there a minimum Depth (D) of 4.8m on the property? This is to ensure there is sufficient space to park a vehicle without it protruding over the footway or verge.			
2.2 - Is there a minimum Width (W) of 3m?			
2.3 - Is there a minimum of 15m from a junction? (Seek advice if unsure or within a cul-de-sac or minor estate road)			
2.4 - Can vehicles and pedestrians be seen clearly in both directions?			
2.5 - Is the area clear of trees within 1m of the crossing?			
2.6 - Is the area clear of street furniture (road signs etc)?			
2.7 - Is the area clear of street lights?			
2.8 - Is the area clear of parking restrictions?			
2.9 - Is the ground reasonably level?			

If you have answered **NO** to any question in section 2, please supply a photograph of the property frontage to enable us to assess your application.

If you have answered **YES** to any question in section 2, please proceed to section 3 and tell us about the site and your plans.

Section 3: Please tell us about the site before changes are made

	OFFICE
3.1 - What is the Depth (D) of the garden (from the front of the house to the back edge of the footway)? Please allow for any obstructions such as bay windows, cellar lights etc.	
3.2 - What is the Width (W) of the front garden / area of construction?	
3.3 - What are the existing materials on your property (i.e. grass, shrubbery, paving etc)?	
3.4 - Is the driveway leading to a garage or are you planning to install gates?	
3.5 - What is the existing surface beyond your boundary (i.e. grass verge, pavement etc)?	

Section 3: (continued)		OFFICE
3.6 - What type of surface are you going to install? (gravel, concrete, paving, two running tracks, tarmac etc)		
3.7 - If constructing hard surfacing, what is the area in square metres?		
3.8 - What arrangements are you making for surface water drainage? (Advice can be found at www.planningportal.gov.uk)		

Section 4: Please tell about the crossing		OFFICE
4.1 - Address of the proposed vehicle crossing?		
4.2 - Crossing type? (delete as appropriate)	New / Extension to existing	
4.3 - Future use of crossing? (delete as appropriate)	Cars and light vans OR commercial vehicles in excess of 3 tonnes	

Section 5: Please complete your details and sign the declaration	
5.1 - Full Name and Address:	
5.2 - Daytime telephone number(s)	
5.3 - Email address (please print clearly)	

Please read the following declaration carefully and sign to confirm you have understood your responsibilities in respect of this application to construct a vehicular crossing across a footway / verge.

1. - I am the owner / occupier of the above property and I confirm I have obtained all necessary permissions and approvals in relation to this application and have enclosed copies of all relevant documents.
2. - If this application is approved, I will abide by the conditions and requirements of the County Council and Ringway Infrastructure Services Ltd.
3. - I understand approval is valid from its approval date until the end of the current financial year (March 31st) and construction needs to be completed within that time.
4. - I understand that Ringway Infrastructure Services Ltd will advise me of an indicative start date for the works once my payment has cleared.
5. - I understand I should not undertake any work to my frontage, in relation to a parking space until I have received full approval in writing for the dropped access.

Signed: **Date:** / /

- Checklist:** Along with this application, you must also send us:
- Copies and permissions required, such as planning approval, landlords consent.
 - A photograph showing the proposed location of the crossing, or a sufficiently detailed drawing with dimensions
 - Please send your completed application to: Email; worcestershirevehicle.crossing@ringway.co.uk
 - Ringway Infrastructure Services Ltd, Highways House, Warndon Depot, Pershore Lane, Warndon, Worcestershire. WR4 0AA

Frequently asked questions:

I only have a small car, why do I need 4.8m?

The dimension specified is to allow for a family saloon or estate vehicle to be parked within your own frontage without affecting the Public Highway. In the event that the vehicle is changed, or the property is sold, it provides some surety that the frontage can continue to support a parked vehicle without compromising the footway.

Why can't I use another Contractor, other than Ringway?

Ringway undertake these works on behalf of Worcestershire County Council (WCC). As such, the work they undertake is to national standard and recorded on our inventory. This gives us the assurance that the alterations are constructed correctly and will therefore last for a considerable time. In the event there is an issue with the quality of the works, WCC are able to instruct they be corrected, at no additional cost to you, or to us. There are also increasing numbers of requests for confirmation that the dropped access is valid from potential house buyers and their representatives. Where such requests can be proven, via our inventory, we can provide that evidence accordingly.

Can my crossing be blocked paved or slabbed?

No. WCC will only allow tarmac on the Highway. This ensures that any future repairs can be undertaken swiftly, without the need to source bespoke materials. Please remember that you do not own the Public Highway, you are merely paying for it to be altered to allow your crossing. You should also bear in mind that utility companies may, at some point need to excavate across it and they will reinstate in tarmac also, potentially leaving you with a tarmac trench through the block paving or slabs within the Public Highway.

Why can't I park my vehicle "side on" (parallel to the road?)

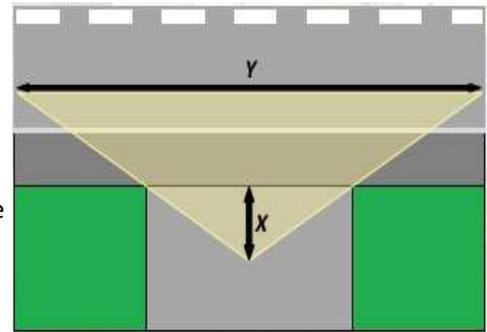
To park a vehicle safely, requires it to be able to access the space smoothly, without numerous manoeuvres within the highway as this potentially causes damage to the footway and compromise pedestrian safety. Vehicles parked tight either side of the dropped kerbs on the Highway will also impede the parking process and affect your visibility whilst undertaking it. Where your frontage is exceptionally wide however, this will be assessed on an individual basis and approval may be granted. This however will require additional dropped kerbs to ensure the parking space can be accessed smoothly. In a similar fashion, WCC will consider a joint application from two adjoining properties. Again, these will be assessed on a case by case basis and if approved, will need to be constructed simultaneously.

Why has my application been refused, when there are others with accesses in my road?

You will be advised as to why your application has been refused. Before 2014, WCC allowed a number of sub-contractors to install accesses, however there are any number of examples across the County where these accesses have been installed incorrectly, whether that be in the method of construction, location, or suitability. This is why all applications since then are checked against our strict criteria and can only be installed by WCC's approved Contractor, Ringway Infrastructure Services (RIS).

What Visibility do I need?

Please look at the diagram and table on the right. When emerging from an access, the driver of a car is located about 2m (X) back from the nearside carriageway edge and their eye level is about 1m above the surface. From this point, the driver needs to be able to see as far as possible along the road in both directions. On through routes, the distances shown in the table should be achieved in either direction, measured along the nearside carriageway edge.



Where these distances cannot be achieved, the applicant should clear their site frontage of all obstructions over 1m in height (600mm in the case of vegetation) for as far as possible in either direction from the access and seek advice from WCC.

Required Visibility		
Speed Limit		Distance (Y)
30	MPH	90 metres
40	MPH	120 metres
50	MPH	160 metres
60	MPH	215 metres

Why do I have to pay upfront?

We will provide you with a quote after your application has been received and processed. Your payment ensures that we can then process your request for road space and road opening notices, both of which take time. This allows us to deliver your drop kerb as efficiently as possible.

How do I pay?

Please telephone **0844 225 3002** with your credit, or debit card details and we will process your payment. Payment by cheque or BACS is also acceptable.

How long does it take from payment to delivery?

We anticipate being able to install your access within 6 weeks of your payment being received. This is subject to available road space and straightforward traffic management. You will be advised of any delay and the reasoning behind it should it occur.

My neighbours crossing affects my kerbs – is that right?

WCC are responsible for the kerbs, not the house owner. If the new access abuts an adjacent existing one, then we will amend the kerblines to form one continuous dropped access. If the crossing is in isolation, then we will amend as many kerbs as required to facilitate the new access.

Can I have more than 5 kerbs?

If your frontage is exceptionally wide and you wish to have access for a number of vehicles, then yes, more than 5 kerbs is permissible.

The footway is unsightly; can I pay to just have the tarmac replaced?

No. This service is for the installation of dropped vehicle crossings only. WCC carries out repairs to footways to strict intervention levels. If you wish for your footway to be inspected, please report it online at;

<https://e-services.worcestershire.gov.uk/onlinereporting/FindLocation.aspx?FaultType=10>