

**APPLICATION FOR DROPPED KERB CROSSING  
HIGHWAYS ACT 1980, SECTION 184**



**For Office Use only:**

App No.	
Map Ref:	
A/B/C	
Planning	
FMP	
Prop	
Fee Paid	
Retrospective	Yes/No

Please refer to the attached Notes and Conditions

*To be completed in Block Capitals*

LOCATION OF CROSSING				
Full Postal Address		Post Code		
YOUR DETAILS				
Name		Day time phone number		
Address for Correspondence		Post Code		
e-mail address				
SECTION A			YES	NO
<p>It is the responsibility of the householder to obtain, where necessary, Planning Permission for works within the curtilage of the property other than the creation or replacement of a hard surface.</p> <p>If there is an application for Planning Permission associated with your proposal please provide the Planning reference here</p> <p>_____</p>				
<p>Do you intend to provide, replace or repair a hard surface area on any land which fronts the highway and which exceeds 5m<sup>2</sup>?</p> <p>If the answer to this question is YES you should indicate the position on your sketch and answer the following:</p> <p>(a) Is the material porous?</p> <p>(b) Have you made any provision for drainage from this area onto your land?</p>				
<p>Is there a wall, fence or hedge preventing access to an off-road parking area.</p>				
SECTION B			YES	NO
(a)	<p>Are you a client of Poole Housing Partnership (PHP)?</p> <p>If yes, your application must be accompanied by PHP's written consent. Contact PHP on (01202) 633800.</p>			
(b)	<p>Any changes to land or property previously owned by the Council requires Covenant Approval. In addition a formal Deed of Variation may be necessary. (See Notes)</p> <p>Was your property previously owned by the Council?</p> <p>If your answer is Yes you will need to contact the Council's Property Services on (01202) 261242.</p>			

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SECTION C		YES	NO
(a)	Would you like the Council to provide you with a quotation for the installation of the dropped kerb?		
(b)	Is this an application to extend an existing dropped crossing?		
(c)	<p>You must use either the Council or one of the approved Contractors shown on the attached list to complete the work. If you have already chosen one of the approved Contractors please put their name here. If you have not decided yet, you can still submit this application but you will need to let us know who you have chosen within the next 28 days.</p> <p>.....</p>		

Please provide a sketch showing the position and extent of the proposed dropped crossing. Indicate the building, roads and road names. You will also need to shade in any area of new or replacement hard surface which exceeds 5m<sup>2</sup>

I confirm that the information I have provided is correct to the best of my knowledge.

Signed ..... Date .....

**METHOD OF PAYMENT**

Mastercard/Delta/Visa/Switch:Card No.

Switch card Issue Number: ..... Start date: ...../..... Expiry Date: ...../.....

CSC No  (3 digit security number found on the signature strip on the back of the card)

Payment amount: £ 50.00 (£55 from 1 April 2009) Signature (as shown on card): .....

**OR** Cheque for £50.00(£55 from 1 April 2009) enclosed (Made payable to "Borough of Poole")

When you have completed and signed this form send **Pages 1 and 2 ONLY** to  
**Transportation Services, Hatch Pond, Hatch Pond Road, POOLE, BH17 7LQ Tel:01202 262512**

## **NOTES AND CONDITIONS**

**These notes apply only to dropped kerb applications for domestic use at a residential property.**

**If you require a dropped crossing to serve a commercial property, or a reinforced crossing to cater for a Heavy Goods Vehicle entering a residential property, special conditions and costs apply. Please mark your application form 'COMMERCIAL ACCESS' at the top of page 1.**

### **Policy on Footway Crossovers**

The Council will authorise dropped kerbs for properties where parking for one or more vehicles can be provided within the property. Wherever possible residents are encouraged to restrict the width of the dropped kerb, and approval will not normally be given to crossover widths of more than 3 standard kerbs (approx. 3' or 0.92m long) plus the taper kerbs. If there is no alternative but to create a double width crossover, this should be restricted to a maximum of 6 standard kerbs plus tapers.

The Council's Parking guidelines specify the size of a standard residential parking space (currently 2.4m x 4.8m) and the maneuvering requirements to safely use it. (The normal maneuvering requirements referred to relate to an additional 1.2m length for spaces parallel to the kerb). Footway crossovers will not be authorised unless this facilitates access to a standard, useable space in accordance with these guidelines.

Authorisation will be made subject to the creation of an opening in the boundary so that kerbs are not dropped unless an access is actually created in advance

If, in the opinion of the Head of Transportation Services, the creation of the access requires changes to the Parking Orders or street furniture, then the relevant costs will have to be met by the applicant (further details on application).

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### 1 **Your Rights & Responsibilities**

The construction of a vehicle crossing serving a dwelling does not give the occupier of the premises any particular rights, except to drive across the footway to gain access to the property with a motorcycle, car or light goods vehicle. The crossing itself forms part of the highway. For nearly all streets in Poole, this means it will then be owned and maintained by the Council, as the Highway Authority.

You need a dropped crossing to prevent damage to your car and the pavement. If you drive across the pavement without providing a proper dropped crossing the Council has powers to build one and recover the cost from you, or where necessary, to erect barriers to prevent unsafe vehicle movements.

Most people applying for a dropped crossing want to create a parking space in their front garden too, and may need to remove a wall or hedge. There may be planning or Covenant restrictions on what you can do. (Refer to application form for further information).

A domestic vehicle crossing should not be used by heavy goods vehicles or mechanical equipment. If a delivery, such as a skip, is made onto the property, and in doing so damages the crossing, the Council will charge the occupier for making good the damage to the highway.

The use of gravel or other unbound material adjacent to the highway is not recommended. This is because loose material can carry on to the footway or carriageway which is both a danger and an offence. If you intend to use loose material for any part of the work, the first metre into the property (measured from the back of the adjacent footway) should be bound material. This could be block paving or other permeable or porous material which should be kept regularly swept when in use to prevent loose material reaching the highway.

The use of non-permeable surface must not exceed 5m<sup>2</sup>.

Drainage – the parking area within your property must be built so that water does not drain from it across the footway. Suitable drainage must be provided within the boundaries of your property.

If gates are fitted across the vehicle entrance to your property, under no circumstances will they be permitted to open outwards across the pavement or carriageway.

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<p><b>2</b></p>	<p><b>How much will it cost me?</b></p> <p>The application fee is £50 (£55 from 1 April 2009). This will cover the administration and supervision costs of the construction to ensure that the crossing meets the standards required by the Council.</p> <p>If we refuse your application, you will be advised in writing with a full explanation. However, the majority of applications are accepted. Your £50 (£55 from 1 April 2009) is not refundable in the event of a refusal.</p> <p>Construction costs are not included in the application fee. This will be payable to your nominated contractor (see attached list of approved contractors).</p> <p>The cost of installing each crossing will vary according to the width of the crossing and/or the width of the footpath, however last year most standard width dropped kerbs cost between £500 and £700, including VAT.</p> <p>Where less than two full height kerbs can be retained between crossings the new crossing should be extended to meet the adjacent dropped kerb. The cost of the enlarged crossing will be responsible of the applicant.</p> <p>Where an existing crossing is being replaced by a crossing at a different location, the redundant crossing must be returned to a full height kerb. The cost of both the new crossing and the reinstatement of the old crossing will be the responsibility of the applicant.</p> <p>If the utility companies need to move their equipment, this will cost extra (e.g. moving a lamp column costs approximately £1,000). Only 2% of applications were affected last year.</p> <p>Any alteration or addition to land or property previously owned by the Council requires Covenant Approval. In addition a formal Deed of Variation may be necessary to vary the Covenants in the property Deeds. (See Section B on the Application Form) Typical legal costs are between £150 and £250. This is your responsibility and is independent of our decision on the dropped kerb.</p> <p>We do not operate a discount or easy payment scheme for dropped crossings.</p>
<p><b>3</b></p>	<p><b>Who can do the work?</b></p> <p>Attached is a list of the five contractors who are allowed to do this type of work in Poole. They all have experience in this type of work together with sufficient insurances and have proved themselves to be reliable and competent in working for the Council for a number of years at competitive cost. <b>You must use one of these contractors.</b></p>

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<b>4</b>	<p><b>What happens next?</b></p> <p>On receipt of your application one of our highway inspectors will visit the site to carry out a safety check. If the inspector has any queries, we may ask you for further information. For example, where the dropped kerb is proposed on a busy road, we insist that there must be sufficient space to turn a car round within the site, so that you can always exit in forward gear. If the inspector is satisfied, we will then check the proposed crossing with the utility companies – this may take five weeks.</p> <p>When we have heard from the utility companies we will advise you in writing that you have permission for the dropped kerb to be installed. At the same time we will forward the utility information to your chosen contractor. You will need to contact your chosen contractor to arrange for the work to be done and pay them direct.</p> <p><b>You must not arrange for any work to be undertaken on the highway until you have received permission in writing from us.</b></p> <p>If you have chosen the Borough of Poole to construct your dropped kerb you will have received a written quotation. If you have not already done so, you will need to sign and return a copy before we can complete the work. We will contact you before we start work but you do not need to be present while it is completed.</p> <p>Please do not enclose payment with your quotation acceptance, we will send you an invoice after the work has been completed.</p>								
<b>5</b>	<p><b>Useful Telephone Numbers</b></p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Transportation Services (application enquiries)</td> <td style="text-align: right; padding: 5px;">(01202) 262512 or 262526</td> </tr> <tr> <td style="padding: 5px;">Poole Housing Partnership (PHP)</td> <td style="text-align: right; padding: 5px;">(01202) 633800</td> </tr> <tr> <td style="padding: 5px;">Property Services (for houses previous owned by the Council)</td> <td style="text-align: right; padding: 5px;">(01202) 261242</td> </tr> <tr> <td style="padding: 5px;">Planning Design &amp; Control Services</td> <td style="text-align: right; padding: 5px;">(01202) 633321</td> </tr> </table>	Transportation Services (application enquiries)	(01202) 262512 or 262526	Poole Housing Partnership (PHP)	(01202) 633800	Property Services (for houses previous owned by the Council)	(01202) 261242	Planning Design & Control Services	(01202) 633321
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We can supply this information in another format, e.g. large print or audio tape, or have it translated for you. A member of staff will also be happy to discuss this with you. Please call 01202 262512.

The information is on [boroughofpoole.com](http://boroughofpoole.com), where it can be translated into many languages.

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**APPROVED CONTRACTORS LIST FOR  
DROPPED KERB CROSSINGS**

**Please Note:**

The following is a list of approved contractors who hold the NRSWA Accreditation and Public Insurance Liability required to undertake excavation works on the public highway. These contractors may be prepared to offer a quotation for this type of work.

These contractors have sufficient insurances and have proved themselves to be reliable and competent – ONLY the Council and those companies listed below are permitted to complete the work.

You should not arrange installation until you have received permission to do so in writing from us.

Borough of Poole  
Hatch Pond Depot  
Hatch Pond Road  
Poole BH17 7LQ  
Tel: (01202) 262512

Fletchamooore Ltd  
North House Farm  
Huntick Road  
Lytchett Matravers  
POOLE BH16 6BB  
Tel: (01202) 624900

P & B Ward Ltd  
R/O 31 High Howe Lane  
West Howe  
Bournemouth BH11 9QS  
Tel: (01202) 574029

Mildren Construction Ltd  
120 Matchams Lane  
Hurn, Christchurch  
Dorset BH23 6AN  
Tel: (01202) 487480

Winslade & Watton (Construction) Ltd  
2 Rutland Road  
Bournemouth BH9 1EQ  
Tel: (01202) 776060