

VEHICLE CROSSING APPLICATION GUIDELINES

A vehicle crossing is defined as a section of kerb, lowered to provide vehicular access. The Highway Authority needs to be involved

- To make sure permission is granted from the relevant Council departments before work is carried out
- To ensure that all work is carried out to the required specifications as laid down under section 184 of the Highways Act 1980
- To avoid damage to underlying utility apparatus
- To allow only qualified contractors to work on the public highway
- To make sure that all work is carried out safely without endangering the general public
- To make sure the access when installed will not endanger pedestrians, the user and other road users

You must not commence any works until you have highway authorisation.

The application form supplied by Swindon Borough Council can be used for highway authorisation for a new access or to extend an existing access.

The installation of a vehicle crossing can be costly and you may like to contact approved contractors for quotes before applying. You should inform us of your choice of contractor as soon as possible as we need this information before we can authorise the crossing. If you wish to use a contractor not on our approved contractors list you will need to supply us with copies of their public liability insurance and Street Works accreditation.

Please contact the Planning department prior to submitting your application as you may require planning permission. If you live on a classified road you will certainly need to gain planning permission and planning permission may be required for a hardstanding area in any location. For advice regarding planning permission please contact the Planning department on 01793 466340, email sbcddc@swindon.gov.uk or write to them at : 4th floor Wat Tyler House West, Beckhampton Street,, Swindon, SN1 2JH.

It is your responsibility to establish the location of mains and services within the construction area and to with the statutory undertakers (gas, water etc) to find out if their apparatus is affected by your proposals. Applicants should be aware that additional costs may be incurred and these may include the relocation or removal of underground cables, cabinets, road signs, lamp- columns or trees.

Suitable drainage must be provided within the boundaries of your property and the driveway must be constructed to prevent water running on to the highway.

For your application to be successful there must be a suitable parking area within your property. The hard-standing (driveway) area must be at least 4.8 metres long, from the front of your house to the boundary of your property, and a minimum of 2.4 metres wide. There must be enough space for pedestrian access.

No part of a vehicle parked within your property may overhang the footpath.

Plants or structures within the locality of your crossing must be kept below 600mm so that visibility is not restricted.

If the frontage of your property does not meet the minimum criteria as detailed above you may be able to apply for a special circumstances application. This will consider the impact of granting or refusing permission after considering additional factors such as your personal circumstances and additional highway network considerations. Please contact us to discuss the matter if your hard-standing does not meet the minimum specification but you still wish to apply for a vehicle crossing.

A standard crossing is equal to 2 x ramp kerbs and 3 x drop kerbs. However, each vehicle crossing application is looked at individually and if you would like a wider crossing please specify your requirements on the application form.

If you use gravel or similar loose material for your hard-standing a 1m* strip of concrete or tarmac must be provided behind the footpath to stop materials encroaching on to the highway.
*5m wide if you live on a classified road

No financial assistance is available for the installation of an access. However if you are a disabled person you may be able to apply for a disabled facilities grant. You should contact the Social Services department for more information. The Social Services reception is in Clarence House, Euclid Street and the telephone number is Swindon 466900.

The construction of a vehicle crossing at your property does not give you any particular rights, except to drive across the footway to gain access to your property with a private or light goods motor vehicle. The crossing itself remains part of the public highway and after construction the Borough Council will be responsible for maintaining it and may alter it due to modifications in the footway or verge.

Please note that cars causing an obstruction to the footpath or a vehicle crossing are a police matter. You can contact them on 0845 408 7000

HOW TO APPLY FOR A VEHICLE CROSSING

1. Contact the Planning dept to check if you will require planning permission.
2. Complete the vehicle crossing application form and plan
3. Submit the application with your cheque payment
4. Decide on your contractor and inform the Street Works office
5. Your application will be processed. This usually takes 6-8 weeks
6. If there are no objections you will receive written confirmation that highway authorisation has been granted

Should you have any queries relating to vehicle crossings please contact us by telephone on Swindon 466380

LIST OF APPROVED CONTRACTORS

Black Horse Contractors	Common Hill Cricklade Swindon, Wilts, SN6 6HA	01793 752929
Bond Builders	19 Hamworthy Road Nythe Swindon SN3 3PP	01793 541810
Bright civil engineering	46 Marlborough Road Wroughton SN4 0RY	01793 814688 07921120926
Conlon	Unit 22 Kendrick Ind Estate Galton Way Swindon, Wilts, SN2 2DU	01793 644956 survey@conlon.co.uk
D & J O'Dwyer Limited	Unit 2 Powdrills Business Park Westend Road Swindon, Wilts, SN3 4PG	01793 828231 07885941228
D.P Groundworks and Property maintenance	20 The Dormers Highworth Swindon, Wilts, SN6 7NY	01793 763858 07766281399
Gibbs Surfacing Limited	Orchard Industrial Estate Kiln Lane, Cheney Manor Swindon, Wilts, SN2 2NP	01793 524692 vicky@gibbssurfacing.com
Mick Hollick & Sons	86 Kingshill Road Swindon, Wilts SN1 4LH	01793 409379 07944726549 mick.hollick@btopenworld.com
QA Contractors	15 Cleycourt Road Shrivenham, Oxon SN6 8BN	01793 780474 07976929877 pete.hennell@btinternet.com
Roberts & Sons Limited	34 Wheeler Avenue Upper Stratton Swindon, Wilts SN2 7HH	01793 644413 07766226158
Swindon Commercial Services	Waterside Park Darby Close Cheney Manor Ind Est Swindon SN2 2DW	Highways and civil engineering 01793 464123 9am – 5pm
T & G Tarmac	7 Melville Close Walcot Swindon Wilts SN3 3AD	01793 642580