

**Please contact**: Vehicle Crossing Team

**Your ref**:

**Our ref**:

**Date**:

Frontline Services

Regeneration, Community and Culture

Medway Council

Civic Headquarters

Gun Wharf

Dock Road

Chatham Kent ME4 4TR

Telephone: 01634 333333

Email: vehiclecrossings@medway.gov.uk

Dear Sir/Madam,

# VEHICLE/MOTORCYCLE CROSSOVER APPLICATION

I refer to your recent request for information on the above.

Approval must be obtained from Medway Council to permit a vehicle crossover on the public highway.

Enclosed with this letter are the following documents:-

* A vehicle crossing/Motorcycle Crossing application form (VC1) – to be used if you wish to obtain a quotation from the Council using their Term Contractor, Volker Highways;
* Guidance and Self Assessment guide;
* A copy of our Approved List of Contractors who can undertake vehicle crossover constructions;
* A Lawful Development Application Form – this **is recommended to** be completed, but it is not essential and does not form part of the vehicle crossing application.  A Lawful Development Application is an application to the planning department to determine if planning permission is needed.  If you chose not to submit an application to the planning department at the initial stage and a subsequent site visit determines that one is required your application will be put on hold until you have submitted and had your application to planning determined.  Please note a Lawful Development Certificate is a formal application that you are required to complete via the Planning Portal where you would pay for the application online at <https://1app.planningportal.co.uk/Form/StartPlanningApplication>

Please make sure that you have read and understood the Vehicle Crossing Guidance and Self-Assessment document carefully before submitting your application, as refunds for inspection fees are not given.

In order to process your application, you will need to decide whether you want the Council’s Contractor, Volker Highways to undertake the works, or whether you wish to employ a private contractor from the Approved List.

If you wish the Council to provide you with a quotation and use their Term Contractor, Volker Highways, then you will need to complete application form **VC1** and return this with the **£395.00** inspection fee. If you wish to use a Private Contractor, then once you have obtained quotes from a selection of those on the Approved List and picked the Contractor you want to undertake the works, they will provide you with a **VC2** application form, which you will be required to sign. You will need to pay an inspection fee of **£395.00** and this will need to be accompanied with your **VC2** application. This covers the cost of the inspection and statutory undertaker’s maps, which your Contractor will need to enable them to identify services in the footway before they undertake any excavations. Please ensure you read and understand the Notes for Guidance regarding appointing a private contractor to undertake the works, which are attached to the VC2 application form.

***\*Please note that fees are subject to an increase from 1 April each year and you therefore need to check with the Vehicle Crossing Team if you are unsure of the fee, as incorrect fees will be returned and will delay your application being processed.***

In order to process your vehicle crossing/motorcycle application, payment can be made over the phone using debit or credit cards by calling (01634) 333333.

By completing application form VC1, you are consenting to us passing your details onto Volker Highways, should you chose to have the works undertaken by them. If you are happy with your quotation and wish to go ahead with the works, then please contact me on the direct line telephone number shown on the front of this letter. The Council requires full payment before an instruction is given for works to commence. Do not pay the Contractor or the Contractor’s men directly. Works will not be ordered with our Contractor until your LDC has been approved, if applicable.

If you provide your email address on the below application form then your quotation will be sent to you by email.

Please note that permission given by the Head of Highways and Parking Services relates solely to the construction of a vehicle/Motorcycle crossing over the public footway and/or highway verge. Other permissions may also be required which are detailed in the guidance notes. The onus is on the householder to ensure that they have read and understood the guidance notes attached with regards to obtaining relevant permissions.

If you have any queries regarding this process or require further information, then please do not hesitate to contact me.

Yours sincerely

Vehicle Crossing Team

Highways Technician (Highways Management)

**VC1 APPLICATION FORM**



|  |
| --- |
| Confirm Ref:  |

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| --- |
| APPLICATION FORM TO CONSTRUCT A VEHICULAR/MOTORCYCLE CROSSING ACROSS A FOOTWAY OR VERGE UNDER THE NEW ROADS AND STREET WORKS ACT 1991 |

|  |
| --- |
| Name of Applicant:Address of Applicant:Email Address:Contact telephone number(s): |

|  |
| --- |
| Precise location/address of the proposed vehicle/motorcycle crossover (if different to above): |

|  |
| --- |
| Does this application relate to a new vehicle/motorcycle crossing or an extension to an existing crossing? (Please note that the overall width of a vehicle crossing should not exceed 5.6m. If you already have a crossing that is 5.6m in width, do not apply as an extension will not be granted):NEW CROSSING / EXTENSION TO EXISTING(Delete as appropriate) |

|  |
| --- |
| Lawful Development Certificate Application applied for: YES/NO delete as appropriatePlanning Portal reference no: |
| If you have decided not to apply for a Lawful Development Certificate, please state why:-  |

|  |
| --- |
| Please tell us of any restrictive road markings at the location such as pay and display, limited waiting, parking bays or bus stops etc. Please also tell us if there are any trees in the area of the proposed crossing or any utility covers such as Southern Water, British Telecom etc: |

|  |
| --- |
| Sketch showing location of the proposed vehicle/motorcycle crossover (see typical sketch in guidance notes): |

Medway Council will only use the information provided in conjunction with the processing, management and the compliance of your licence.

**Payment**

Please indicate below whether you wish the Vehicle Crossing Team to contact you once your application form is received to take payment over the phone, or whether you will contact the Team directly

Please contact me, the applicant to take payment over the phone [ ]

I, the applicant, will contact the Vehicle Crossing Team to make payment [ ]

I, the undersigned, being the Applicant, understand that this application does not provide permission to construct a vehicle/motorcycle crossing over the footway and/or verge at the location described on this application form and that no work will be carried out on the highway by me or persons acting on my behalf before consent is granted.

I agree to abide by any conditions laid down by the Head of Highway and Parking Services and I understand that if permission is not granted, my inspection fee will not be refunded.

Under Section 184 Sub-Section (1) of the Highways Act, it is an offence to “take a mechanically propelled vehicle across the footway or verge” and into your property, except over a properly constructed vehicle crossing. Therefore I understand that once this form has been completed and submitted, that the Council may, if I choose not to proceed, carry out future monitoring to ensure I am not crossing the public footway and/or verge illegally.

**NOTE:** Medway Council does not permit a vehicle crossing to be any wider than 5.6m in width and a motorcycle crossing no wider than 2.7m, to retain some on-street parking provision for other road users. If you therefore have a vehicle crossing that is already 5.6m wide overall, then your application will be refused. Please note that once an application fee is processed, refunds will not be given.

I, the undersigned, being the Applicant, confirm that I have read and understood the Vehicle Crossing Guidance and Self-Assessment document issued by Medway Council Highways Department and agree to abide by its terms and conditions

Name (print): ……………………………………………………………………………………

Signature of Applicant: ……………………………………………………………………….

Date: ………………………………….