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**VC2 Application Form**

This form is to be completed if you are using a contractor from the approved contractor list and Fair Trader Member

You are also required to confirm that you as the undersigned, being the Applicant, confirm that you 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, if you have not seen or been given access to this document you can download it from

<https://www.medway.gov.uk/droppedkerb>

I acknowledge that I have read and understand the guidance notes

 Signed: Date:

**Applicants Information**

|  |
| --- |
| Name of Applicant:Address of Applicant:Phone Number: Mobile Number:Email Address: |

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

**Approved Contractors Information**

|  |
| --- |
| Name of Contractor: Address: Contact Number: Mobile Number:Email:Medway Fair Trader membership number:  |
| **CONTRACTOR’S PUBLIC LIABILITY INSURANCE DETAILS** |
| Insurance Company: Address:  Policy Reference No: Limit of Public Liability in the event of any one claim:  |
| **NEW ROADS AND STREET WORKS ACT ACCREDITATION DETAILS** |
| PERSON(S) ACCREDITED:Supervisor Grade: ……………………………….. Ref: …………………………….. Operative: ………………………………… Ref: ……………………………..  |

I, the undersigned, confirm that to the best of my knowledge, the above information is correct and that I have read and understood the Vehicle Crossing guidance and Self-Assessment document as agreed and signed in section 1 of this form.

**Signed (Applicant):** …………………………………..……. **Date:** ………………….

**Signed (Contractor):** ……………………………………..... **Date:** ………………….

<https://www.medway.gov.uk/droppedkerb>

NEW ROADS AND STREET WORKS ACT 1991

CONSENT TO CONSTRUCT A VEHICLE/MOTORCYCLE CROSSING

DECLARATION BY CONTRACTOR

I confirm that the foregoing details are correct and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Roads and Street Works Act 1991 and associated legislation and codes of practice, together with any other conditions imposed by the Highway Authority in the relevant consent.

I also acknowledge the statutory need for the prescribed inspection fees to be paid which the Highway Authority will impose and include any defect Inspection Fees and the cost of any necessary remedial works conducted by the Highway Authority during the guarantee period.

I also acknowledge that the consent is granted on the condition that I will indemnify the Highway Authority against any claim in respect of injury, damage or loss arising out of:-

1. the placing or presence in the street of material to which the consent relates, or;
2. the execution by any person of any works authorised by the consent.

I acknowledge that I have read and understood the Notes for Guidance.

Signed: …………………………………………… Date: ………………………

Contractor: ………………………………………………………………………..

NEW ROADS AND STREET WORKS ACT 1991

CONSENT TO CONSTRUCT A VEHICLE CROSSING

NOTES FOR GUIDANCE

1. The householder is granted consent and the Contractor who signs the Declaration becomes an Undertaker for the purposes of the Act and therefore attracts the relevant duties and responsibilities imposed by the Act and associated Codes of Practice.
2. Non-compliance with the relevant statutory duties may lead to prosecution and/or financial penalties or claims for damage. Contractors should note that these liabilities may not be delegated to any other person or organisation.
3. Form VC2 must be completed for authorisation to construct a crossing and must be submitted to Medway Council, together with: -
	1. Payment of the VC2 Inspection Fee, which is £395.00

* 1. Copies of the NRASWA Accreditation for the Supervisor and Operative(s) your appointed Contractor are using.
	2. Signed Declaration by the Contractor.
1. In order for Medway Council to comply with its statutory duty, all applications must be submitted in advance of commencement of the proposed works. The application form must be signed by the person who will benefit from the use of the crossing

*NOTE: As the applicant, it is your responsibility to ensure that no works are commenced until you have received written confirmation from Medway Council that consent has been granted for the construction of a vehicle/motorcycle crossing.*

1. Applicants should note that special conditions may be imposed by Medway Council: -
	1. to minimise the inconvenience to persons using the street, having regards to people with a disability in particular.
	2. for traffic sensitive streets, streets with special engineering difficulties and protected streets.
	3. in the interest of safety.
	4. to protect the structure of the street and the integrity of the apparatus in it.

The applicant must strictly adhere to any special conditions imposed.

1. A Duty of Care: Controlled Waste Transfer Note must be completed where any waste from the excavation has to be disposed of. The Licence Holder must retain a copy of the completed form with a copy given to the person accepting the waste.
2. The Contractor must give at least THREE CLEAR DAYS advance notice of their intended start date to Medway Council by either completing the appropriate pro-forma or by emailing vehiclecrossings@medway.gov.uk

*NOTE: The date you specify for the commencement of works will be used to activate the inspection process. It is therefore important that any changes to the commencement date be notified as additional charges may otherwise be incurred for abortive visits to the site and abortive notices.*

1. The Contractor must permit Medway Council to monitor his performance throughout all stages of street works.

These stages are: -

1. Signing, guarding and excavation.
2. Signing, guarding and construction.
3. Immediately after the permanent works are complete.
4. Between 6 and 9 months after construction.
5. During the one month preceding the end of the guarantee period (this period will begin from the date the Highway Authority is notified of completion)
6. The Contractor must inform Medway Council of the completion of the works by the end of the following working day, stating whether it is interim or permanent. If a temporary surface is applied, this must be made permanent within 6 months, or in a period agreed by the Head of Highways and Parking Services.
7. To comply with Section 69 of the Act, where street works are likely to affect another person’s apparatus in the street, the Contractor must take all reasonably practical steps: -
	1. To give the person to whom the apparatus belongs reasonable facilities for monitoring the execution of the works, and
	2. To comply with any requirement made by him, which is reasonably necessary for the protection of the apparatus or for securing access to it.

Statutory Undertakers maps are provided to assist Contractors in determining the location of third-party equipment. However, Contractors are not permitted to alter Statutory Undertakers equipment without written consent.

1. 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, as detailed in the vehicle crossing guidance and self-assessment document. Please ensure you have read this document and that the following criteria is met:-

####  Self-Assessment Checklist

####  (Questions 1-3 relate to vehicle crossings only and are not relevant for motorcycle crossings)

1. To park at a right angle, is the parking area a minimum.

 4.8m deep and 2.4m wide? YES/NO

1. To park parallel, is the parking area a minimum 2.6m deep and

 5.6m wide? YES/NO

3. Is your crossing currently 5.6m wide? YES/NO

 (If you already have a vehicle crossing that measures 5.6m

 in width, you will **not** be permitted to have any extension to it

 as 5.6m is the maximum width permitted)

4. Will the proposed crossing be a minimum of 10m from any

 Junction? YES/NO

5. Are you more than 1.0m away from a streetlight or

 Telegraph Pole? YES/NO

6. Is there a tree in the area of the proposed crossing? YES/NO

7. Do you need Planning Permission? YES/NO

8. Do you need to consult other landowners? YES/NO

9. Are there Utility Covers in the area of the proposed

 Crossing? YES/NO

10. Did the Council previously own your property? YES/NO

11. Is there a parking bay outside your property? YES/NO

12. Do you need to cross land that is owned by the Council’s

 Housing Department? YES/NO

If you have answered **NO** to questions 1 and 2 your application will be refused.

If you have answered **YES** to question 3, your application will be refused as a crossing no wider than 5.6m is permitted.

If you answered **NO** to question 4 because your crossing needs to be within 10m of a junction, then you will have to have a Road Safety Assessment undertaken at your cost as advised in Section 4.

If you answered **YES** to question 12, please **do not proceed** as our Housing Department will refuse all applications where there is a requirement to cross their land.

#### You are advised that your answers to the remaining questions will be verified once a site inspection has taken place and that your application may still be refused if the relevant permissions are not obtained.

Whilst Highway staff will be happy to guide you through this process, it is the applicant’s responsibility to ensure all the correct permissions have been obtained. If you are unsure, you should consult with Highways directly or take independent legal advice.

Payment

Please note that payment cannot be taken until your application has been received by the Vehicle Crossing Team.

Payment for your application is via debit or credit card over the phone. Please note that we are unable to accept payment by BACS or American Express.