

Hartlepool Borough Council

Vehicle Crossing Installation



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Introduction

A vehicle crossover is sometimes referred to as a dropped kerb which determines the manner of access onto your property with a car or other domestic vehicle. The kerbs are normally dropped from their normal height and the footway or verge is strengthened.

Householders do not have the right to have a crossover and each site will be assessed against:

- current highway standards
- existing conditions in the local area

Similar crossovers nearby will not automatically result in approval of an application. **Older, historic crossovers in the same street/ local area do not mean a new crossover will be approved.**

Although the location of a vehicle crossover may seem safe, other factors will be taken into account. These factors could include:

- road aesthetics
- Sight lines especially when exiting the property
- local amenities
- parking
- intended purpose

Final approval for all crossings can only be made by Hartlepool Borough Council as the highway Authority whereupon all options will be considered.

Currently, Hartlepool Borough Council do not carry out the installation work of such vehicle crossings and instead we supply details of accredited contractors who will carry out this work on our behalf. Residents can employ a contractor of their own choice but any contractor must :

- provide proof of their Public Liability Insurance
- provide proof of New Roads and Street Works Act (NRSWA) Accreditation.

A list of accredited contractors is available on the Hartlepool Borough Council website.

Application considerations

If you are a tenant of one of the following you are advised to obtain written permission (copy issued to Hartlepool Borough Council) from the landlord before applying for such a vehicle crossing :

- housing association
- leasehold property

A new, or extended, vehicle crossover may be refused if

- there is a very high demand for on-street parking
- Safety considerations when reversing onto a high traffic volume carriageway
- Sight lines are restricted when exiting the property
- Position of other highway assets, such as public light columns, trees, BT poles etc, which may impact the access of vehicles onto the property in question
- Size of the parking area which, as a guideline, requires a minimum depth of 5m to avoid vehicle overhang onto the public footpath.

The applicant must pay for the relocation of any existing apparatus or street furniture for example utility equipment, public lighting columns etc. and such matters need to be discussed directly with Hartlepool Borough Council before any vehicle crossing applications are submitted. This is the case for both new crossing applications and modifications to existing ones.

‘Older style’ vehicle crossings which may be deemed to be causing damage to vehicles will not be modified at the Councils expense and such re-profiling must be paid for by the home owner / occupier. In these instances a Highways Inspector will visit the location first to ensure the situation is not occurring due to defective highway materials in which case the Council will arrange for repairs. Where no such defects are apparent then the resident will be notified and advised accordingly.

Legal considerations

By Law, a vehicle is not allowed to drive over a footway or verge without an authorised vehicle crossover. Driving a vehicle over an existing footway or verge without such a suitable crossing in place will likely cause damage to the asset and place at risk any underground pipes or cables.

Planning permission is not usually required to construct a vehicle crossover, but may be needed if:

- the access would lead directly onto a classified road (A, B or C road)
- the property involved is a listed building
- the access serves commercial or industrial premises

Deeds should also be checked to confirm there is no restriction on parking a vehicle with the boundaries of the property. This often applies to new build properties.

Permission may be granted if a proposed new access is within an existing parking bay. For example, a residents parking or limited waiting bay. If there is a continuous parking bay, within which the entrance exists, it will not be enforceable.

Space criteria

There must be sufficient room on the property for a vehicle to be parked without it overhanging the public highway.

Normally vehicles need to be parked on the owner's property at right angles to the road and the minimum requirement for this is 5 metres deep by 2.5 metres wide.

If available space does not meet the stated requirements, the vehicle crossover will not be permitted.

Safety criteria

Vehicle crossings will not be permitted:

- at busy junctions where they create conflicts between highway users. For example where the crossover is adjacent to and conflicts with a designated pedestrian crossing point
- if it conflicts with any item of street furniture, such as a lamp column or road sign, where such street furniture cannot be relocated
- if the resulting gradient across the footway will be dangerous for pedestrians
- on particularly busy roads, if vehicles cannot turn within the driveway
- On a radius adjoining two or more sections of carriageway located in different directions

Trees in the area

Highway trees are a valuable environmental asset. Every effort must be made to avoid damage to them. A vehicle crossover may be refused if excavation will unduly disturb the root protection area of any trees located on the highway.

If the proposed vehicle crossover falls into this remit, it may be necessary for a trial excavation. This will establish if there will be undue root disturbance of which the applicant will pay the cost.

Drainage

It is illegal for surface water run-off to flow from a private property onto the highway. The reduction of a natural drainage area can contribute to local flooding. If the proposed hard standing area is to be constructed from a non-porous surfacing material, surface water from the area will need to be directed to a drain within the property.

Size and number of vehicle crossovers

A vehicle crossing will not normally be approved, or an existing crossing widened, where it covers the full width of the property. The standard width of a dropped kerb crossing is 2.7 metres and if there is a requirement to have a wider access point than reasons must be given when applying. Only one crossing to a property will be approved, separate 'in' and 'out' crossings are not normally permitted. If a second access is desired, the specific justification should be included when applying. If vehicle access is available to both the front and rear of the property, crossings at each frontage may be allowed and will be taken into account when processing the application. For temporary access in field entrances, advice should be sought from us prior to construction. An application will be required and a specification will be given.

Levels of the adjacent access roads, driveway or parking area

Where there is a difference in level between the property and the road, the gradient must be safe and the resultant parking area or driveway should not create a problem for vehicles with low ground clearance.

Where necessary, compliance with this requirement must be achieved by adjustment to the surface levels of the applicant's boundary, forecourt or driveway – not the other way round. The correct footway or verge gradient is essential to ensure that highway surface water does not enter the property due to the absence of the full kerb height in the carriageway channel.

Surface water from the property should not be discharged onto the public highway. Levels must be set to ensure that water is drained into the property, or where it is not possible, drainage channels must be provided to intercept water before discharging onto the public highway.

Visibility

Classified roads (A, B, C class roads)

Visibility splays must be provided in keeping with the standard of road that the works are being carried out on. On classified roads (A, B, C class roads) the highway authority will impose conditions as a result of the necessary planning approval.

Unclassified roads

Visibility splay requirements for access on to an unclassified road will be assessed taking into account the following factors:

- speed of traffic on the street
- volume of traffic on the street
- location of the access
- inter-visibility between road users and those using the access

It is important to ensure:

- adequate sightlines at new / modified dropped crossings
- safe access and egress of vehicles

Visibility sight lines enable drivers emerging from an access to see and be seen by other road users.

The application process

The application process is as follows :

- (optional) – resident makes initial contact with Hartlepool Borough Council to discuss suitability of proposed vehicle access
- Resident should obtain quotations for work from suitable accredited contractor(s)
- The adopted contractor will then apply to Hartlepool Borough Council for a permit to carry out the works at a cost of £145 by submitting the completed Vehicle Crossing application form.
- The application will be assessed for its suitability and a permit will be issued to allow the works to commence. This process normally takes approximately 2 working days to complete.
- If the application is deemed unsuitable then the contractor and resident will be notified and advised accordingly.

Homeowners may submit a joint vehicle crossover application if the proposed crossing accesses two neighbouring properties. Written consent must be supplied by the primary applicant showing agreement by both homeowners. This will be treated as a single application.

If you are unsure if your application would be considered as a vehicle crossover application, or for development related highway works other than simple vehicle crossovers, email Highways@hartlepool.gov.uk for further advice.

Quality of Work

Applicants should choose a contractor from the HBC list to carry out the works. Applicants may use a contractor from outside the borough or one which is not yet on the list as long as both highway accreditation and public liability insurance are held and are current. Contractors may be added to the list upon request provided that valid insurance and accreditation documents are in place.

We have the right to remove contractors from the list where work is not acceptable and the specification has not been met.

Contractors carrying out works on behalf of applicants remain the responsibility of the applicant at all times. We will not be liable for any third party disputes that may arise either during, or resulting from, the carrying out of the approved works.

All contractors working on the public highway must hold valid New Roads and Street Works Act (NRSWA) 1991 accreditation qualifications. They must be able to provide immediate evidence of this at the request of our representatives.

Hartlepool Borough Council will carry out inspections of the vehicle crossing both during the works and upon completion to ensure the work has been carried out satisfactorily and to specification. Any problems arising from these inspections will be taken up directly with the contractor.

Contractors are liable for the quality of works carried out for a minimum period of one year following its completion whereupon Hartlepool Borough Council will take up maintenance responsibilities.

Core testing of vehicle crossovers

To ensure the quality of work taking place within the highway, Hartlepool Borough Council reserves the right to carry out core testing on selected works. A core is a 100mm diameter cylinder shaped extraction that is removed from the vehicle crossover. It will be checked for compliance with the required specification, by the materials laboratory.

Should the testing of a core reveal that the works have not been completed to the correct standard, the works will be considered to be defective and the contractor will be responsible for the remedial works.

Illegal vehicle crossings over footways and verges

It is an offence to carry out any works within the highway without prior permission from Hartlepool Borough Council. Unauthorised vehicle crossovers will cause the condition of footway and verge to deteriorate and may put those using the highway at risk.

Document Revision History

Date	Responsible Officer	Revision	Details
17/05/21	Ralph Young	1.001	Initial Document