

Vehicle Crossing: Guidance

Contents

- 1. Is there enough space in your garden?**
- 2. Separate entrance and exit**
- 3. Laybys**
- 4. Distance from road junction**
- 5. Visibility requirements**
- 6. Shared access and permitted widths**
- 7. Drainage**
- 8. Lamp columns and street furniture**
- 9. Tree and root protection calculation**
- 10. Gates**
- 11. Freeholder**
- 12. Refusal**
- 13. Costs**
- 14. Your Responsibility**

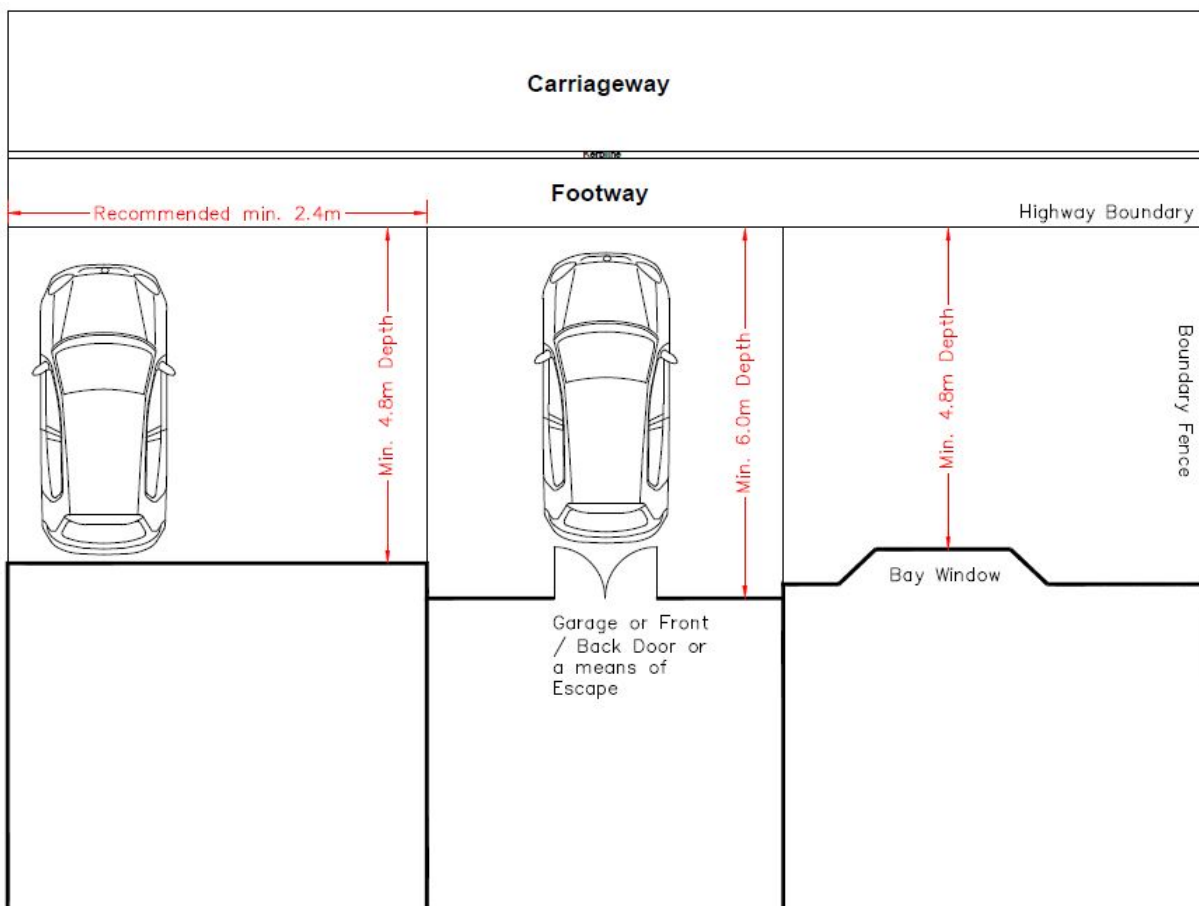
Vehicle Crossing Guidance and Self Assessment

Before submitting your application you are advised to check your proposal against the following criteria:

1 Is there enough space in your garden?

In order to ensure that the full width of the pavement is available for pedestrians and that there is no risk of other vehicles coming into conflict with your parked car, no part of a vehicle parked within your property should over hang, or be positioned on the highway. The vehicle access crossing the highway should not be used as an additional parking space, and is for crossing into a private driveway only. If there is any doubt at all, you will need to prove that your car fits within the space at the front of your property. The below information provides a guide for an average size car:-

- at least 4.8m long between the back of the pavement or property boundary (the face of any wall, fence or hedge for example) and the front of your building.
- Or at least 6m long where the parking area is in front of a garage or door where adequate means of escape needs to be provide, like a front/back door, escape window etc.



2. Separate entrance and exit

In order to maintain as much on-street parking as possible, a second access in urban areas is highly likely to be refused. In rural areas, a request will be assessed on its own merits with consideration given to existing and future on-street parking pressures. If you would like to request an extension to an existing crossing, or to move a crossing to an alternative location, you will need to follow the process from the start.

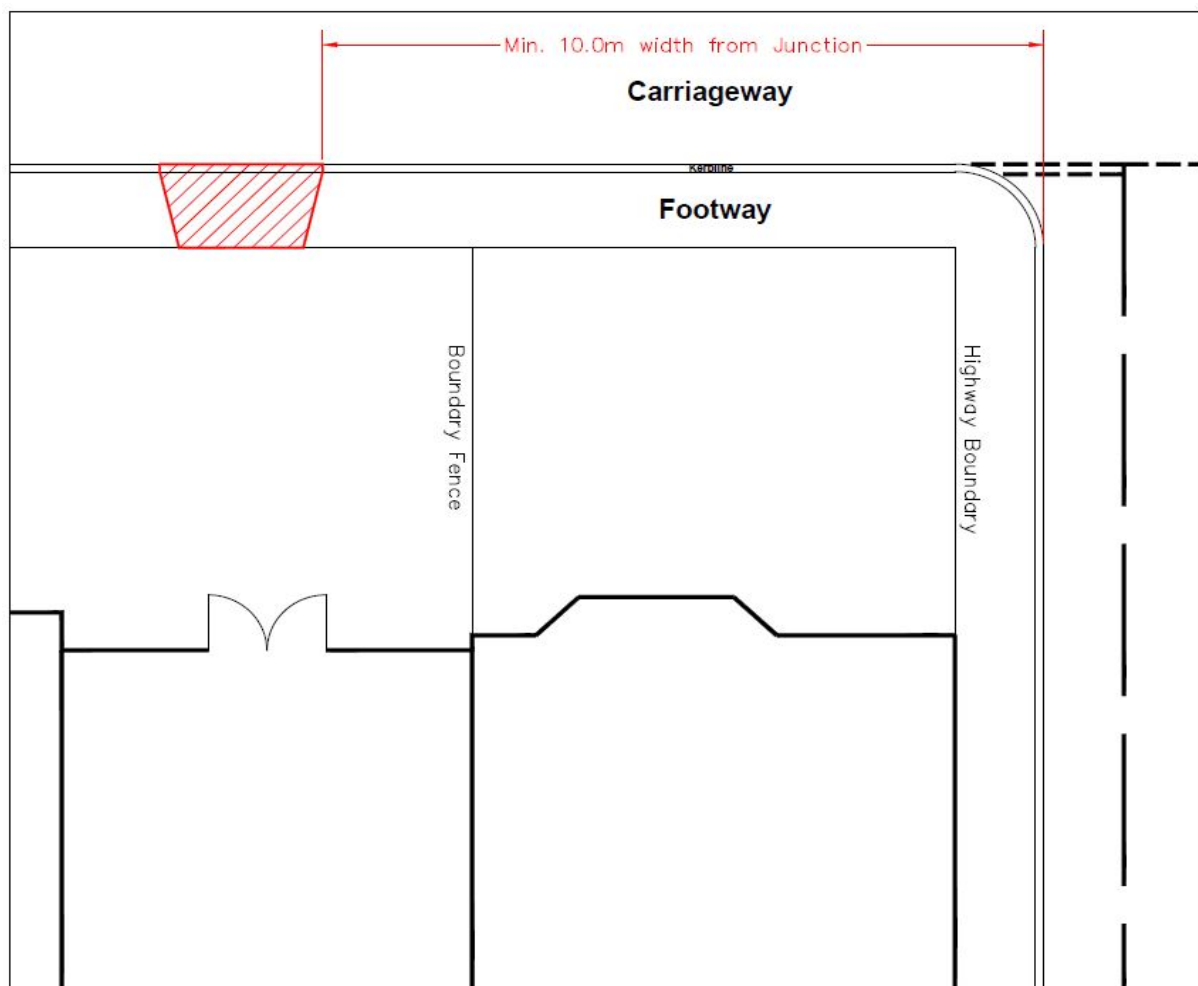
3. Laybys

WSCC do not permit the construction of vehicle accesses into parking laybys. This is to ensure that existing designated residents and visitor parking is maintained for all on a first come, first serve basis. An exception to this may be when there are already parking restrictions in the layby that would prevent parking from taking place. In these cases please make contact so that you can discuss with the Highway Team.

4. Distance from road junctions

If the location of the proposed crossing is closer than 10m to a road junction it would create a serious hazard and the application will be refused. This dimension may be increased to 15m on major roads or near busy junctions.

If the property is situated directly on the junction of two roads, it will generally be safer to situate the access on the minor, side road. Accordingly you may be asked to amend your proposals to comply with this requirement.



5. Visibility requirements

Will you be able to see pedestrians and vehicles clearly enough to drive out of the driveway without causing danger to yourself or other road users?

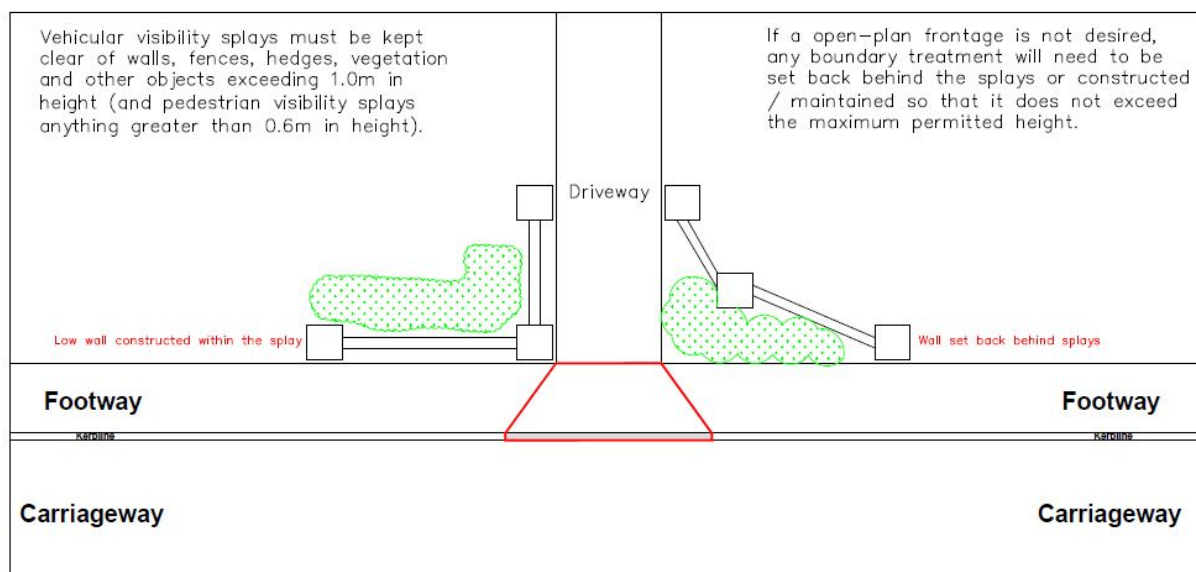
Probably the most important contribution to road safety is the provision of adequate visibility. Adequate visibility enables road users to see a potential hazard in time to slow down or stop comfortably before reaching it.

The application will be refused if the crossing does not meet visibility requirements set within published industry standards. Greater visibility may be required on faster, busier roads.

West Sussex County Council considers each request on its own merits.

Consideration will be given to the driver's line of vision in both the vertical and horizontal planes.

In order to determine the exact level of visibility required, a site inspection will be needed from an experienced officer. The diagram below provides further information.



6. Shared access and permitted widths

Where the occupiers of two adjacent properties share a driveway and wish to build a double width crossing to serve the two sites, one occupier should act on behalf of both parties. The maximum allowable width of any one access is 6.3m.

7. Drainage

The parking area within your property must be built so that water does not drain from it across the highway. Suitable drainage must be provided within the boundaries of your property. If your VCO involves crossing a ditch or a watercourse, you will need to consult with the local District or Borough Council. Please also note that if you are proposing to construct a hard standing in excess of 5 square metres, you should again liaise with the local planning authority as this may require planning permission.

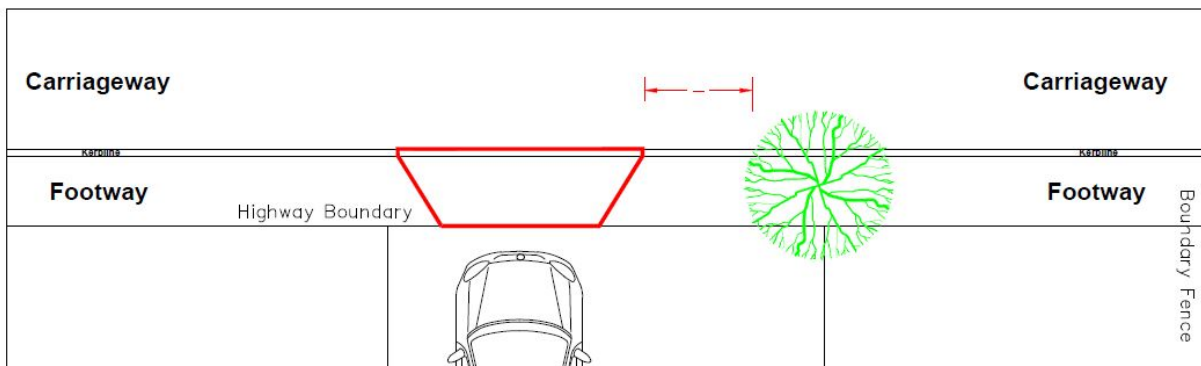
8. Lamp columns and street furniture

All street furniture, lamp columns and utility plant needs to be situated at least 1.5m from the location of the top of the ramped kerb of the proposed crossover. Any street furniture, lamp columns and utility plant within 1.5m must be relocated at the expense of the applicant. It is the responsibility of the applicant to liaise with the necessary parties to organise the moving of any utility plant or other street furniture.

9. Trees and Root Protection

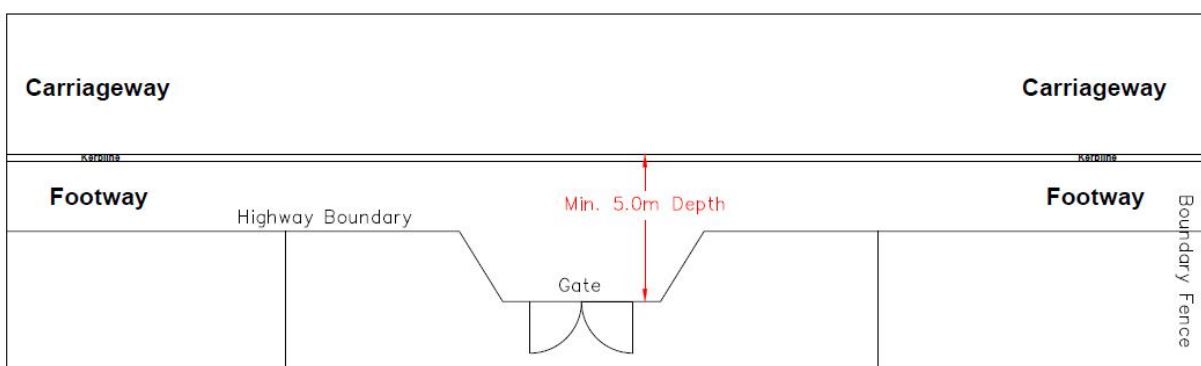
Applications requiring the removal of a healthy, well establish highway tree are likely to be refused.

To avoid damage to the tree roots or rooting environment, a minimum root protection area (RPA) needs to be left undisturbed around each tree. This figure can be calculated by multiplying the trunk diameter by 12, and then measuring from the trunk across the proposed driveway construction. Where this is not possible, an officer will need to assess the site before approval can be given.



10. Gates

If gates are to be fitted across the vehicle entrance to your property they must not open outwards across the highway. Additionally, on busy roads they must be set back at least 5m from the edge of the carriageway to allow the driver to park clear of the highway whilst opening the gates. Remember, sufficient space must exist within the site for the gates to close.



11. Are you the owner of the property or do you have their consent?

If you are not the freehold owner of the property, you will need to obtain the permission of the owner for the construction to be undertaken before West Sussex County Council will consider your application.

12. Refusal

Most applications are successful; however, if your proposed crossing puts other road users at risk or seriously interferes with the free flow of traffic on a busy road, it may be turned down. Notwithstanding the guidelines above, in certain circumstances it will be necessary for the Council, as Highway Authority, to refuse to allow the construction of a footway crossing to your premises. In these circumstances you will be informed in writing of the reason why permission has been refused.

Reasons for refusal may include:

- Planning grounds
 - Land ownership objections
 - Local parking implications
 - Safety implications such as poor sight lines at the proposed access point
- The proposed access is in close proximity to a road hump, road safety feature etc.

The Council's decision as to whether the application will be approved or refused is final. An appeal will not be considered due to parking conditions in your area or where you feel that an access that has already been built in your road or elsewhere does not comply with the current criteria for approval and should not have been approved. The presence of other historic substandard accesses cannot be accepted as mitigation.

The policy of the Highway Authority in relation to minimum depths has changed over time. This may mean that properties in your road have a vehicle access crossing that does not comply with the criteria set out in this document and appears in all respects to be very similar to your own proposals. Nevertheless, you will need to comply with the standards set out here and the fact that someone else may have a shorter parking space will not be taken into account when assessing your proposals.

13. Costs

The cost for us to process and issue the licence is £310. The cost of having the access constructed can vary between £1000 to £4000 depending on the size of the access, the material used and the type of surface the access is crossing. For instance, an access across a verge will be more expensive than an access across a footway.

The licence fee is charged for each dwelling for which the VCO provides access. So if the access is to cross the footway for 5 properties, 5 x £310 will be payable.

14. Your responsibility

The applicant will be solely responsible for all planning permissions that may be required. Consultation with the Local Planning Authority must be made before any works commence. There are a number of scenarios whereby planning permission may be required as follows:-

- Access is onto the classified road network (**A259**, **B2141**, **C2123**).
- The access is for anything other than a single dwelling (i.e. flats or commercial development)
- Where no buildings are present on the land (i.e. a field).
- Conservation areas.

- The property is listed (may not be required, but would always advise the applicant to check).

The granting of a licence to install a VCO does not in any way change the ownership status of the highway. It remains part of the highway for the entirety although a maintenance guarantee of 2 years is applied to the original contractor. Any defects identified in this period will be the responsibility of the contractor to repair. Once the 2 year period has expired, the responsibility for maintenance of the VCO will revert back to WSCC.

We request that the applicant provides evidence that they have consulted with any neighbours that may be affected by the relocation of street furniture nearer to their property

The applicant will be solely responsible for ensuring that there are no restrictive covenants preventing access over land between the boundary of the property and the carriageway edge.

The licence has a time limit of 6 months from the date of issue. It is the responsibility of the applicant to ensure that the works are carried out within this timescale. If the licence laps, there will be an additional licence fee of £310.