

---

Vehicle Crossings over  
Footway and Verges  
Section 184  
Highways Act 1980

---

Guidance for Applicants

## Table of Contents

1.0	Introduction .....	2
2.0	Application considerations and fees.....	3
3.0	Legal considerations.....	3
3.1	Crossovers requiring planning permission.....	4
3.2	Crossovers not requiring planning permission .....	4
4.0	Space Criteria .....	5
5.0	Safety criteria .....	5
6.0	Trees in the area /Crossing highway verges .....	6
7.0	Drainage .....	6
7.1	Ditches and watercourse consent .....	6
8.0	Size and number of vehicle crossovers.....	7
9.0	Levels of the adjacent access roads, driveway or parking area .....	7
10.0	Visibility .....	8
11.0	The application process .....	14
12.0	Quality of Work.....	14
12.1	Core testing of vehicle crossovers .....	15
13.0	Illegal vehicle crossings over footways and verges .....	15
	Appendix A.....	16

## 1.0 Introduction

A vehicle crossover is sometimes referred to as a dropped kerb. It is the way you access your property with a car or other domestic vehicle. The kerbs are dropped from their normal height and the footway or verge is strengthened.

Householders do not have the right to have a crossover. 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 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
- local amenities
- parking
- intended purpose

This decision can only be made by us as the highway authority. We will consider all the options.

### Fees

The following types of accesses are charged at £457 each.

- new light duty access dropped kerb.
- extension to an existing heavy-duty access dropped kerb (up to two metres).
- new field access.
- permission to reinstate an existing access or raise kerbs.

The following types of access are charged at £912 each:

- new heavy-duty access dropped kerb.
- new dropped kerb and access which includes a culvert or compels drainage. (If specialised technical advice is required from us an hourly rate will be charged)

To extend a light duty access dropped kerb (up to two metres) is charged at £228.

You are advised to read all the guidance before applying.

Refunds are not given if the application does not meet the criteria and is refused. Refunds will only be considered in special situations. If you are unsure email [vehiclecrossings@lincolnshire.gov.uk](mailto:vehiclecrossings@lincolnshire.gov.uk) for advice.

Applications will only be accepted and processed online. They will be valid for a period of two years from the date of approval.

Contractors carrying out works in the public highway must:

- provide proof of their Public Liability Insurance (minimum of £10million)
- provide proof of New Roads and Street Works Act (NRSWA) Accreditation.
- must carry their NRSWA cards on site at all times.

If a Contractor offers to apply for the works and permit on a resident's behalf, it is strongly advised that the homeowner or tenant requests a copy of the agreement. This agreement allows works to be carried out legally on the highway and residents may also need this approval should they wish to sell their property at a later date.

For a list of contractors see item 12, quality of work.

## **2.0 Application considerations**

If you are a tenant of one of the following you will need the written permission of the landlord:

- a council
- housing association
- leasehold property

A copy of this must be supplied at the time of the application.

Unless there are safety benefits a new, second or widened vehicle crossover may be refused if

- there is a very high demand for on-street parking
- the impact of a second or widened crossover would be severe

You are not permitted to park on a vehicle crossover. Doing so may be considered an obstruction in Law.

The applicant must pay for any relocation of existing apparatus or street furniture. Relocation of utility apparatus **must be carried out before** applying for a vehicle crossover.

A full application is needed for refurbishment of existing crossovers. This ensures that requirements are met and the works are completed to a competent standard.

## **3.0 Legal considerations**

In 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 this may cause damage to it and any pipes or cables underneath.

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 more than one dwelling, or serves commercial or industrial premises
- the property has had its permitted development rights removed
- it is intended to construct the off-highway parking area using non-porous material such as, concrete, asphalt concrete, block paving or similar

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. This is unless the bay is adjusted to start and finish either side of the entrance.

The applicant must pay for any change to the parking bay. If the parking bay is not adjusted and a driver obstructs the crossing by parking in the bay, there are no legal powers to prevent or enforce this.

Any person working or placing any temporary or permanent equipment in, under or over the highway shall indemnify Lincolnshire County Council (LCC) against all claims arising out of those works. They shall provide proof of insurance, effective during those works, covering Public Liability with indemnity of not less than £10 million for any one accident or any one claim, unlimited in aggregate. Excess sums of more than £2,500 will not be accepted.

Such insurance may, be arranged through an insurance company or broker or private individuals may be able to extend their household insurance.

It is the householders responsibility to ensure that contractors have received approval and permit from us before works commence on site.

### **3.1 Crossovers requiring planning permission**

Where required planning permission **must be obtained before** making a crossover application. A copy of **every page** of the planning consent, including any drawings, must be supplied with the application.

Applications for planning permission must be made to your local district or borough council planning team. Please note that this may take in excess of eight weeks for a planning application to be considered.

### **3.2 Crossovers not requiring planning permission**

If a proposed crossover **does not** require planning permission, the householder should complete a Vehicle crossing application.

#### **4.0 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 4.8 metres deep by 2.4 metres wide.

Where a vehicle is to be end on in front of a garage, the 4.8 metre depth is increased to 6.0 metres. This is to allow enough room to open the garage door. If the door opens vertically, for example a roller type, the length of the driveway may be reduced to 5.0 metres.

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

#### Gates/Sliding gates

Gates must open inwards onto the property. On A, B and C class roads it is advisable, where space permits, for the gates to be at least 6.0 metres back from the edge of the road. You do not need to apply for a vehicle crossing for new gates / changes to existing gates. If your gates open onto a private road or an un-adopted road, then you can erect a gate system that is up to 2 metres high without planning permission. If the gate opens onto a highway or a pavement on the highway, the gate can be 1 metre or less otherwise you will need planning permission. Further information is available on your local District Council planning portal.

We will determine dimensions and positioning of the vehicle crossing. If you do not agree with the our decision, you may ask for your application to be reviewed. To do this, you must be able to demonstrate where we have failed to comply with the guidance. All appeals must be made in writing. The appeal decision is final.

#### **5.0 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 is closer than one metre to 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 (steeper than 1:12)
- on particularly busy roads, if vehicles cannot turn within the driveway

## 6.0 Trees in the area & crossing highway verges

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. The root protection area being that covered by the tree canopy. It is calculated by measuring the circumference of the tree at chest height and multiplying by four.

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

No vehicle crossover will be permitted within a distance of 1.0 metre from the trunk of a tree.

If a proposed crossover will cross a large highway verge, this may be refused. Consideration will be given to the aesthetics of the local area.

## 7.0 Drainage

It is illegal for water 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. If the proposed area is non-porous and over five square metres, planning permission will be required.

Useful guidance can be obtained by searching for 'paving front gardens' on the following websites:

[Royal Horticultural Society](#)

[Government website](#)

[Planning portal](#)

### 7.1 Ditches and watercourse consent

If the road has a ditch or stream running alongside it you must ensure that the water can flow unrestricted. A bridge or pipe (culvert) may need to be installed as part of the works. The pipe size, specification and permission giving consent must be obtained from the appropriate Internal Drainage Board (IDB) **prior** to carrying out any work.

The IDB will specify that consent is needed if work is within a certain distance of a watercourse. The work may not be on the actual watercourse and can be up to nine metres away. Visit the [IDB website](#) to view areas of responsibility.

The applicant will pay any costs incurred as part of the IDB consent. Following the works, the maintenance responsibility of the watercourse remains with the owner of the land. Under Common Law they are referred to as the riparian owner. The landowner must ensure that the culvert and associated ditch remains in good condition and free from obstruction.

For any watercourses that are not IDB owned, advice should be sought from us regarding works required and to agree a specification.

Consent for watercourse works cannot be given retrospectively and we may ask you to remove any works carried out without consent. Applicants may also be liable for any flooding damage caused by unconsented works on a watercourse.

### **8.0 Size and number of vehicle crossovers**

Domestic vehicle crossings have a maximum axle load of four tonnes. A crossing will not be approved, or an existing crossing widened, so that it covers the full width of the property. The standard width of a dropped kerb crossing is 2.75metres. If the access is required to be wider, or narrower than this, the reason 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. This applies if it is not possible to drive from one to the other through the property.

Commercial vehicle crossings have an axle load over four tonnes. The width of the vehicular crossing must be appropriate for the types of vehicle and use of the access. A crossing will not be approved, or widened, if this means that the crossing is excessively wide or narrow in relation to its proposed use.

For temporary accesses in field entrances, advice should be sought from us prior to construction. An application will be required and a specification will be given.

### **9.0 Levels of the adjacent access roads, driveway or parking area**

Where there is a difference in level between the property and the road, the slope must be safe. The gradient of the access road, parking area or driveway should not exceed 1 in 10 for the first 4.8metres to the rear of the highway boundary or improvement line. The profile of the access road, parking area or driveway should not create a problem for vehicles with low ground clearance.

The level of the highway boundary or improvement line at the edge of the property shall have a 1 in 25 cross-fall towards the edge of the carriageway.

For any heavy duty access the gradient shall not normally be steeper than 1 in 40. This will measure 20 metres from the nearside edge of the existing carriageway from which the level is taken. It is not normally steeper than 1 in 20 for a further 30 metres and thereafter not normally steeper than 1 in 15.

Where necessary, compliance with this requirement must be achieved by adjustment to the surface levels of the applicant's boundary, forecourt or driveway. The correct footway or verge cross-falls 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. Soak-aways for the purpose of draining access roads, parking areas or driveways must be placed within 4.5metres of the highway boundary or improvement line.

For gravel or hardcore accesses, a 1.0 metre buffer of bound material inside the private curtelidge must be provided to prevent overspill onto the highway.

## **10.0 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:

- visibility guidance
- 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
- likely number of vehicle movements from the access
- type of use and vehicles from the access

It is important to provide:

- adequate sightlines at new dropped crossings (see Figure 10.1 and Figure 10.2)
- safe access and egress of vehicles in accordance with Manual for Streets (MfS).

All land within specified visibility splays at accesses will need to be within existing highway limits or within the applicant's control.

Visibility sight lines enable drivers emerging from an access to see and be seen by drivers on the road. Unobstructed visibility is needed within the shaded area (X/Y) on the plan below to provide adequate warning and the required safe stopping distance.

Clear horizontal sightlines should take account of both what the driver can see and what pedestrians, especially children, can see. Sightlines need to be determined from an eye height of 1.05 metres – 2 metres to an object of 0.6 metres – 2 metres. Requirements for X and Y dimensions shown in Figure 10.1 are summarised as:

"X" dimension (access road distance)

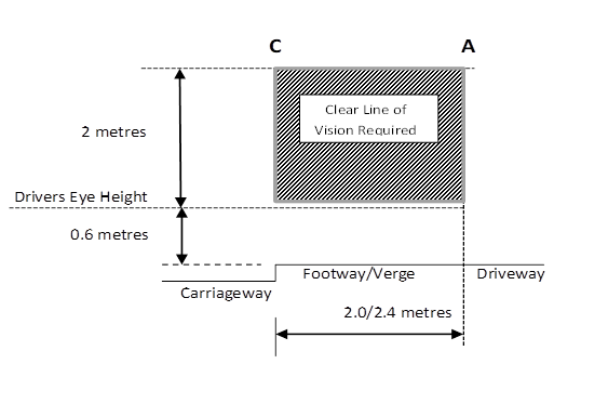
- 2.4 metres – heavy duty accesses to provide the minimum necessary visibility. A driver who has stopped at an access will be able to see down the road without encroaching onto it
- 2 metres - for a single dwelling or small groups of up to five dwellings where a dropped crossing is used, for example a private drive

"Y" dimension (unclassified road distance)

Visibility splays taken from Manual for Streets (MfS) are shown below:

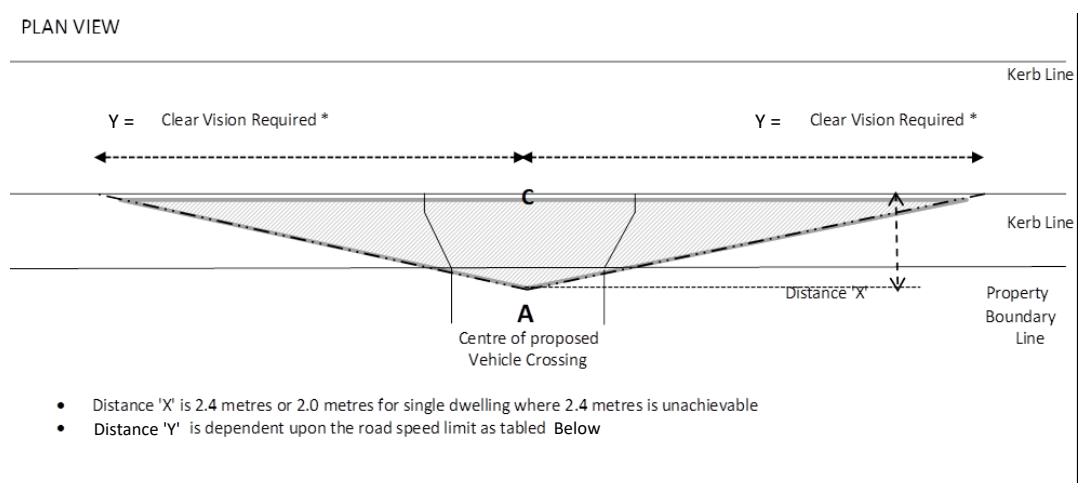
SIDE VIEW

When looking left or right from Point 'A' a clear visibility zone must exist between a height of 0.6 metres and 2.0 metres above ground.



**Figure 10.1** – Vertical visibility envelope (MfS)

For vertical visibility splays, a clear line of vision is required when looking left or right. From the boundary of the driveway, the driver must be able to have clear visibility between 0.6 metres and 2.4 metres above the ground (2.0 metres where 2.4 metres is not achievable).



**Figure 10.2** –Typical sight lines at junctions/accesses (MfS)

For sight lines for new accesses, the clear vision required horizontally when exiting the access will vary depending on the speed limit of the road:

- 20mph speed limit the distance is 25 metres
- 30mph speed limit the distance is 43 metres
- 40mph speed limit the distance is 65 metres
- 50mph speed limit the distance is 92 metres
- 60mph speed limit the distance is 124 metres

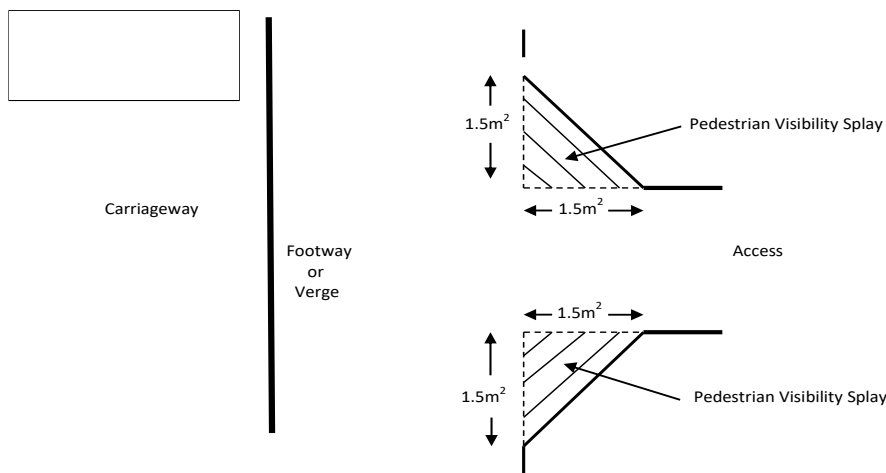
85 percentile speed limit (mph)	20	30	40	50	60
Splay (metres)	25	43	65	92	124

**Figure 10.3** –Typical Stopping Sight Distances (SSD - MfS 'Y' Distances)

The Y distance represents the distance that a driver who is about to exit from the access can see to his left and right along the road. It is measured along the nearside kerb line of the road, although vehicles will normally be travelling a distance from the kerb line.

**Pedestrian visibility**

Pedestrian visibility splays are required to allow drivers to see pedestrians and to allow pedestrians to see the vehicle.



The pedestrian visibility splay is a triangle of land which must be kept clear of any obstruction above 600mm. The splays are both sides of the access and measure:-

- 1.5 metres along the footway or verge and
- 1.5 metres into the access from where it meets the footway or verge.

It is the applicant's responsibility to ensure that this area is kept clear.

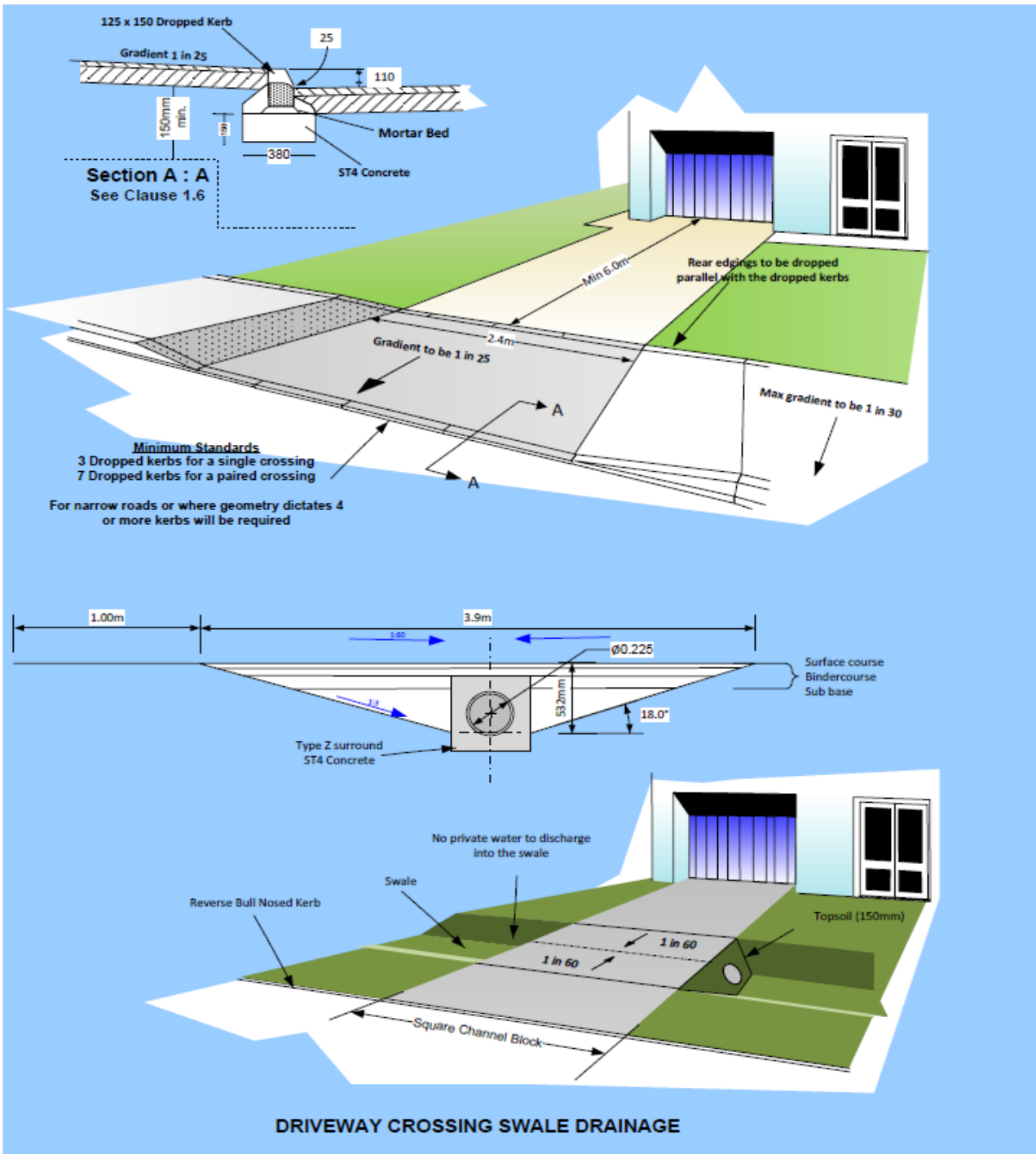
[View an example of a domestic vehicle crossing in the Development Road and Sustainable Drainage and Construction document](#)

For Light Duty access crossings:

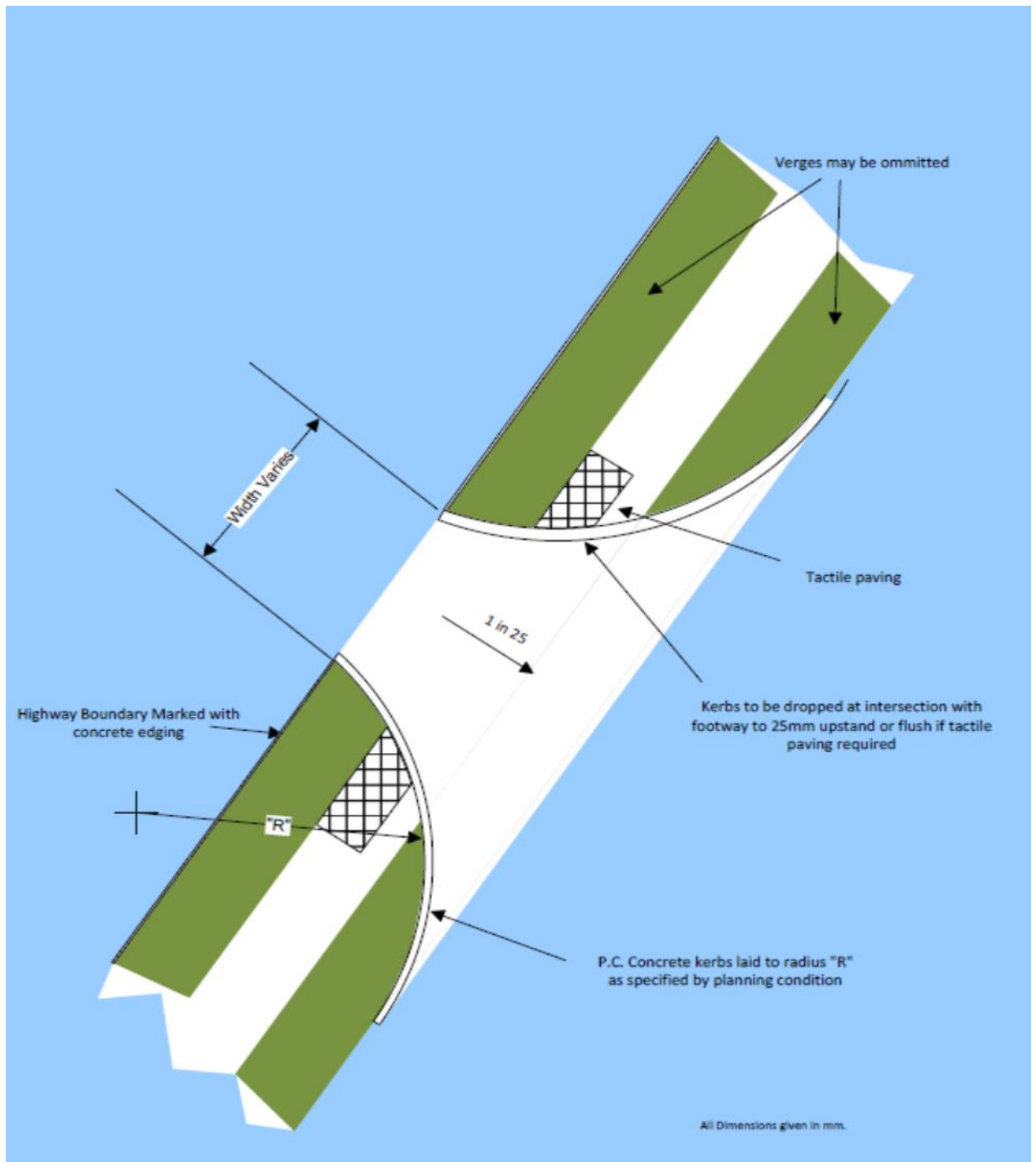
- 125mm by 150mm dropped kerbs are required
- rear edgings should be dropped parallel to the dropped kerbs
- there should be a minimum of three dropped kerbs for a single access. The existing road layout may dictate that four are required and seven dropped kerbs for a pair
- the maximum gradient of the access must be 1 in 25 and 1 in 30 for the adjacent footway
- there must be a maximum of 25mm up-stand on the dropped kerbs

For an access crossing swale drainage:

- no private water should discharge into the swale.
- type-z surround ST4 concrete to be used.
- 1 in 60 gradient is required
- minimum of 150mm of topsoil should be used around the swale
- reverse bull nose kerbs are required
- square channel blocks to be used adjacent to the carriageway



Example of a light duty access crossing and access crossing swale drainage



### Example of a Heavy-Duty Access

For heavy duty accesses:-

- highway boundary to be marked with concrete edgings
- tactile paving required to current specification
- kerbs must be dropped at intersection with footway to 25mm – or flush if tactile crossing point is provided

- precast concrete kerbs to be laid to radius 'R' as specified in planning conditions
- gradient of 1 in 25 required

### **11.0 The application process**

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.

Existing, single applications that wish to change to a joint application will need to submit a new application.

We will consider more complex changes or works on the public highway, normally as a result of new development. These are likely to have a bigger impact on the highway network. They may take longer to process.

We will consider applications that require planning permission and may secure these through a legal agreement to make any required changes to the existing highway. For example junction improvements, footway improvement works and changes to any existing traffic regulation order.

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 [DevelopmentManagement@lincolnshire.gov.uk](mailto:DevelopmentManagement@lincolnshire.gov.uk) for further advice.

### **12.0 Quality of Work**

Applicants should choose a contractor from our list to carry out the works. This contractor should be indicated on the application. Applicants may use a contractor from outside the county or one which is not yet on the list. Approval must be sought prior to the application being completed. Email [vehiclecrossings@lincolnshire.gov.uk](mailto:vehiclecrossings@lincolnshire.gov.uk) to enable accreditation and insurance checks to be undertaken.

Contractors may be added to the list following completion of two accesses in Lincolnshire. The insurance, accreditation and quality must be acceptable.

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

We can arrange for a quote from our list of contractors for residents if required.

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.

Once the work has been completed, we will carry out a visual inspection to ensure the work has been carried out satisfactorily and to specification.

Applicants are liable for the quality of works carried out on their behalf for a minimum period of two years following its completion. We will only resume responsibility for maintenance issues once the works are considered acceptable and a two year period has passed without subsequent failure.

### **12.1 Core testing of vehicle crossovers**

To ensure the quality of work taking place within the highway, we reserve 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 our 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. The applicant will be responsible the remedial works. Applicants will be charged for all costs associated with carrying out the defective core test. No charge will be made for coring that complies.

### **13.0 Illegal vehicle crossings over footways and verges**

It is an offence to carry out any works within the highway without our permission. Unauthorized vehicle crossovers will cause the footway and verge to worsen. It may put those using the highway at risk.

We have authority to insist upon a properly surfaced vehicle crossing. This is subject to meeting all relevant planning, highway safety and amenity criteria. We will notify the occupier to make them aware of the legal implications. We will advise them to stop crossing the highway until they have successfully applied for a vehicle crossover.



## Appendix A

### Specification for vehicle crossings over footways and verges (for the contractor)

#### 1. General

- any person executing any works or placing any temporary or permanent equipment in, under, or over the highway shall indemnify Lincolnshire County Council against all claims arising out of those works. They shall provide proof of insurance, effective during those works, covering Public Liability with indemnity of not less than £10 million for any one accident or any one claim, unlimited in aggregate. Excess sums of more than £2,500.00 will not be accepted.
- works shall be constructed to conditions approved by Lincolnshire County Council.
- gradients shall, in general, not exceed 1 in 12, to ensure the safety of pedestrians.
- the design shall, where space permits, maximise the area of level footway to the rear of the footway to assist the passage of mobility impaired pedestrians.
- all inspection covers shall be adjusted, as necessary, to meet finished levels and be of suitable quality to withstand vehicle loading. Such works will be carried out in accordance with the requirements of the appropriate utility company.
- no work shall proceed until all approvals have been given – this includes approval from third parties where the applicant is not the owner of the property; vehicle crossing approval, planning permission (classified roads etc.) and compliance with all conditions and items therein. NRSWA Accreditation cards must be carried on site at all times during the construction of the access.
- we must agree any changes to the design in advance
- whilst works are under construction, the contractor shall ensure that temporary signing is provided in accordance with chapter 8 of the Road Traffic Signs Manual and appropriate codes of practice.
- [view drawing no SD/11/5 kerbed or unkerbed access](#) together with [drawing no SD/11/2 precast concrete kerbs](#).
- where existing footway construction differs in any way from the standard drawing and materials in this specification, the contractor must consult us, prior to commencing any works, to agree details.
- the specification referred to is the 'Specification for Highways Works' published by the HM Stationery Office with the latest amendments.

#### 2. Workmanship

- the new access shall tie in with the existing footway surfacing materials and levels. Prior to excavation, all edges shall be saw cut to prevent damage to surrounding surfaces. Vertical faces are to be painted with bitumen immediately prior to reinstatement.
- excavation shall be carried out to the required depth to achieve the specified construction thickness. Additional excavation will be required in

soft ground. All excavated materials must be properly disposed of, or recycled, off site.

- the contractor must ensure all utility apparatus is identified and properly protected, with trial trenches dug as necessary. If additional protection is required, it is the responsibility of the contractor or applicant to notify the relevant utility.
- existing kerbs shall be carefully removed, including existing bedding and backing, minimising damage to the existing carriageway.
- dropped kerbs shall be laid to a smooth line and level with a 25mm upstand at the carriageway edge.

### **3. Materials**

- sub base to be 150mm thick complying with Clause 8.1 of the Development Road and Sustainable Drainage Specification and Construction document. [View this document on our website](#)
- binder course to be 100mm thick open graded macadam, 20mm nominal size (Clause 6.1 of BS 4987-1).
- surface course to be 25mm thick close graded macadam, 6mm nominal size (Clause 7.6 of BS 4987-1).
- precast concrete kerbs shall be 250mm by 125mm tapers and 150mm by 125mm bull nosed to BS 7263 Pt 1 on 275mm by 150mm grade ST1 concrete bed and with 150mm by 100mm and 150mm by 200mm backing respectively.
- precast concrete edgings shall be 150mm by 50mm type EF to BS 7263 Part 1.
- concrete grade ST1 shall be used as protection to utility companies.
- where a crossing involves excavation in a highway verge, the excavated surface shall be treated with an appropriate total residual weed killer.

### **4. Drainage works**

- where the proposed access involves the crossing of an existing ditch, a pipe with a minimum diameter of 225mm will be required.
- exact pipe size, specification and permission giving consent under Section 23 of the Land Drainage Act. It must be obtained from the appropriate IDB prior to carrying out any work.