

Flintshire County Council

Environment Department – Streetscene

Policy for the Installation of Vehicular Crossings on the Adopted Highway

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The Purpose of Vehicular Crossings

Vehicular crossing are required to prevent damage to cars and the pavement. If residents drive across the pavement without providing a proper crossing the Council has powers to build one and recover the cost from the resident, or where necessary to erect barriers to prevent unsafe vehicle movements over the pavement or verge.

Before Applications are made

The formation or construction of an access requires planning permission in certain circumstances and contact should be made with the Council's Planning Department on 01352 703234 or planningdc@flintshire.gov.uk to find out if planning permission is required. Other works associated with the formation of the access, e.g. creation of a hardstanding, the erection of walls, gates and fences, the removal of a hedgerow or tree , may also require some form of planning consent. Contact should also be made with the Council's Planning Department if the property is a Listed Building or in a Conversation Area where there are additional controls over development.

If the property is an existing Council House

If the property is an existing Council owned property the application must be accompanied by written consent from Flintshire County Council Housing Department. Please contact them on 01352 701484 (South) or 01352 701758 (North) before making your application for a vehicular crossing

Applying for a Vehicular Crossing

Applicants can download an application form from the Councils Web site.

Alternatively applications forms and further information on the installation of vehicular crossings can be obtained by calling the Streetscene Contact Centre on 01352 701234

The completed application form, together with the fee of £100, should then be sent to the address shown on the form. The application fee is non-refundable (see below).

Please Note: The application is in addition to any Planning Consent that may be applicable

Policy on Vehicular Crossing

The Council will authorise vehicular crossings for properties where parking for one or more vehicles can be provided within the property. Wherever possible residents are encouraged to restrict the width of the actual dropped kerb, and approval will not normally be given to crossover widths of more than three standard kerbs (each approximately 3 feet or 0.92m long) plus the taper kerbs. If there is no alternative but to create a double width vehicular crossing, this should be restricted to a maximum of six standard lowered kerbs plus tapers.

Parking guidelines specify the size of a standard residential parking space (currently 2.4m x 4.8m) and the manoeuvring requirements to safely use it. (The normal manoeuvring requirements referred to, relate to an additional 1.2m length for spaces parallel to the kerb). Vehicular crossings will not be authorised unless this facilitates access to a standard, useable space in accordance with these guidelines.

Authorisation will be made subject to the creation of an opening in the boundary so that kerbs are not dropped unless an access is actually created in advance

If, in the opinion of the Head of Assets and Transportation, the creation of the access requires changes to any applicable traffic orders restricting/prohibiting parking or to street furniture, then the relevant costs will have to be met by the applicant (further details on application).

Where less than two full height kerbs can be retained between crossings the new vehicular crossing should be extended to meet the adjacent lowered kerb. The cost of the enlarged crossing will be the responsibility of the applicant.

Where an existing vehicular crossing is being replaced by a crossing at a different location, the redundant crossing must be returned to a full height kerb. The cost of both the new crossing and the reinstatement of the old crossing will be the responsibility of the applicant.

If the utility companies need to move their equipment, there could be significant additional cost which will be the responsibility of the applicant (e.g. moving a lamp column costs approximately £1,500)

Who can do the work?

The applicant can choose to have the works carried out by Flintshire County Council or an approved private contractor of their choice (see below).

If the work is to be done by Flintshire County Council, it will carry out all administrative and construction work and provide a fixed price quotation which will include the cost of public utility searches (but not the original application fee). The quotation will remain valid for 6 months however, applicants are under no obligation to accept the quotation.

Works on the Highway can only be carried out by a competent Private Contractors who will be required to complete the contractor approval form contained in the application pack and also available on the Council Website. The Council does not hold a list of approved contractors

The contractor will be required to:-

1. Hold public liability insurance to the sum of £10m and indemnify both the applicant and Flintshire County Council both during and as a consequence of the work carried out
2. Have operatives and supervisors who are trained and accredited to the requirements of the codes of practice under The New Roads and Street Works Act 1991
3. Provide documentary evidence of the contractor's competence and includes a two year maintenance guarantee for the works during which time they will be responsible for any claims arising from the works. After the guarantee period and upon satisfactory inspection and completion of any remedial works the County Council will resume responsibility for the highway

How much will it cost

The application fee is £100.00. This will cover the administration of the application and the visits to the site to initially approve the application and during the construction of the crossing. The application fee is non-refundable.

If the applicant requires Flintshire County Council to complete the work, the application fee will still apply.

If the Council refuses the application, the applicant will be advised in writing with a full explanation. The application fee of £100.00 is not refundable in the event of a refusal however, the majority of applications are accepted.

Construction costs are not included in the application fee. This will be payable to the nominated contractor or to the County Council (if instructed to carry out the work). The cost of installing each crossing will vary according to the width of the crossing and/or the width of the footpath.

The Council do not operate a discount or easy payment scheme for dropped crossings.

What happens next?

On receipt of a completed application form, a Streetscene Supervisor will visit the site to carry out a safety check. If the Supervisor has any queries, he/she may ask for further information from the applicant.

The Council will advise in writing when permission has been granted for the vehicular crossing to be installed.

If you have chosen Flintshire County Council to construct your vehicular crossing you will receive a written quotation. You will need to then sign and return a copy and make final payment before we can commence the work. We will complete searches with the utility companies and add the work to our schedule. We will contact you before we start work but you do not need to be present at the time of installation.

If you have chosen another contractor we will provide the specification required for the approved crossing in the pack sent out following receipt and approval of the application.

You must notify the Council of the date your contractor intends to commence the work and we will arrange a visit to ensure the work is being carried out correctly

You must not arrange for any work to be undertaken on the highway until you have received permission in writing from us and then notified us of the starting date.