

Vehicle Crossing Applications - Frequently asked questions

What happens after I submit my forms and payment?

Once we have received your completed application(s), we will process your payment and arrange for an inspector to visit the proposed site. The inspector will carry out all the necessary checks against the criteria, and a decision will be made to either grant preliminary consent for the vehicle crossing, or to decline the application.

Why would my application be declined?

Vehicle crossing applications can be declined for a number of reasons, for example: - Proposed site does not meet the criteria - Insufficient frontage at proposed site - Poor visibility - Proximity to existing street furniture (i.e. street lights, bus stops etc.) We will contact you to explain our reasons for declining an application.

I requested a vehicle crossing which is the same as my neighbour, so why has my application been declined?

In 2009 the criteria by which we grant permission for vehicle crossings changed. Unless your application meets the current criteria requirements we cannot grant permission for a vehicle crossing.

I have an existing vehicle crossing, can I extend it?

You can, providing your vehicle crossing's dropped distance is no wider than 4.5 metres and meets all the other requirements.

My neighbour and I wish to apply for a shared vehicle crossing, how do we apply? Both you and your neighbour will need to apply for a new vehicle crossing separately online using the link above. Both of you will need to answer yes on the question stating, 'Is this application for one property?' Where permitting, the inspector will approve for a shared access following site attendance.

I am applying for a commercial/ industrial/ agricultural vehicle crossing, how do I apply?

Please contact our Development Management Team in the first instance – Development.Management@essexhighways.org, who will guide you through the process to follow.

My proposed vehicle crossing is near a bus stop, would this be allowed?

Providing your vehicle crossing does not conflict with any physical features such as a bus shelter, pole and/ or the high raised (Kassel) kerbs where a passenger would enter a bus and meets the rest of our criteria then this would not be an issue.

How do I apply to repair my vehicle crossing?

There are two easy ways to progress request for repair to damaged vehicle access.

The first way is to report your vehicle crossing surface defect using our [online reporting system](#).

Alternatively, if you wish to pay to have the vehicle crossing fixed yourself, you can complete your request using the online vehicle crossing application process via the link above. If you choose this

option, please complete your application the same way you would do for a new vehicle crossing and add your repair details in the notes section.

How long does the application process take?

Providing your application has been granted preliminary consent, the process can take several weeks to complete.

Essex County Council will need to obtain full details of any street apparatus and utilities in the proposed vehicle crossing location; this is known as a 'Stats Request'. Your application will be on hold until we've received this information, and we will provide you with an estimated timescale for how long your application is likely to take. Once this stage is complete, you will receive a copy of the Stats along with additional information for you to pass on to your contractor. Your contractor will then liaise with us to agree the start date.

On occasions there will be certain conditions that must be met by both you as the applicant and your chosen contractor. One of our inspectors will attend site following completion of the works to ensure these conditions have been met.

I have planning permission for my vehicle crossing, why do I need to seek Highway's permission?

Any work within or affecting the highway is to be agreed by Essex County Council, the Highway Authority, as we are responsible for the maintenance of the highway.

I have a small car, can I have a reduced depth / width?

No, our minimum parking space dimensions (5 metres perpendicular depth by 2.5 metres width) are to accommodate for all types of vehicles up to the size of a large van. We understand your current vehicle would fit in your proposed parking area however this may not be large enough for any future vehicles you may obtain or for any future owner's vehicles.

Do I need to apply to highways if I wish to build a vehicle crossing off a private road?

No, however you need to seek permission from the land owner of the road.

I have a shared crossing with my neighbour totalling eight dropped kerbs or 7.2 metres in length however my neighbour has six on their side, does this mean I can't extend on my side?

The number of kerbs are calculated from the property boundary so if the neighbour has more this would not prevent an extension on your side.

I do not have the 5 metres perpendicular depth however I have enough width on my drive to park parallel with the highway, would this be acceptable?

No, this is not a safe manoeuvre to enter and exit across the highway. We only encourage a vehicle to enter or exit their private drive at right angles, ± 10 degrees tolerance, with the highway.

I live in a rural location, with no kerbs present, do I still need to apply for a vehicle crossing?

Yes, our vehicle crossing application is for granting you permission to move a vehicle across a highway verge or footway under the Highway Authority's powers stated in Section 184 of the Highways Act 1980.

My proposed vehicle crossing is near a bus stop, would this be allowed?

Providing your vehicle crossing does not conflict with any physical features such as a bus shelter, pole and/ or the high raised (Kassel) kerbs where a passenger would enter a bus and meets the rest of our criteria then this would not be an issue.

There is a tree present, where I wish to have a vehicle crossing, am I able to remove it to install my vehicle crossing?

This will depend on the decision of the local tree officer, who shall be consulted during the initial inspection process of your application, which is once the application fee has been submitted. We are unable to process without the application fee as a site inspection is required.

There is a lighting column present, where I wish to have a vehicle crossing, am I able to remove it to install my vehicle crossing?

This will depend on the decision of the Street Lighting Team, who shall be consulted during the initial inspection process of your application. We are unable to process without the application fee as a site inspection is required.

There is a marked parking bay in front of where I wish to have a vehicle crossing, would this have any implications on my application?

This should not affect our decision on whether you have a vehicle crossing however please be aware a motorist will be able to park in the parking bay legally. You can apply to remove the parking bay under our Traffic Regulation Order process, which will require an additional fee and costs to complete the removal works. However, as this procedure goes through a consultation process there is no guarantee the parking bay can be removed.

Would I be able to have a vehicle crossing on the radius of a junction?

No, as this is not a safe location to enter the highway due to restricted visibility of incoming traffic.

Would I be able to have a gate for my vehicle access?

Yes, providing the gate is 6 metres from the edge of the highway in order to prevent a vehicle from stopping in the highway to open the gates.

My proposed vehicle crossing is located on a large or ornamental verge, would this be allowed?

This shall be determined on a case by case basis once the application fee has been submitted to carry out a site inspection by the inspector.

I do not wish to surface my vehicle crossing with an asphalt surfacing, can I use an alternative material?

This shall be determined on a case by case basis.

I wish to have a dropped kerb/ crossing point for my mobility vehicle or motorbike. How do I apply for this?

By using the online form via link above, to complete the questions as if you were applying for a new vehicle crossing and add the mobility vehicle or motorbike details in the notes section. Please be aware, we will only allow to have no more than 1.8 metres of dropped distance for this type of access.

I have been granted permission for a vehicle crossing, but it isn't what I requested on my application – why is this?

As part of the initial inspection process, our inspector may decide that a vehicle crossing can be approved with some minor changes to the original request, for example, a reduced number of flat kerbs. The approved layout and design of the crossing will be detailed in our communication with you.

Who can undertake the work for me?

You may choose any contractor to undertake the work as long as they are suitably qualified. A list of the requirements can be found below. You will need to obtain this information from your contractor and forward to us for checking before we can allow them to work on the highway. We reserve the right to refuse contractors from working on the highway if we feel they are not competent. A contractor can be found using a number of sources including an internet search, your own knowledge or word of mouth.

Contractor Requirements:

- Valid £10 million public liability insurance.
- All site workers to be NRSWA* accredited to Operative level with at least one of the gang accredited to Supervisor level either based permanently on site or available to visit site at any time. (*New Roads and Street Works Act 1991)
- All contractors staff working on site must adhere to the prescribed [PPE requirements](#).

How long do I have to complete the works?

You have three months from the date stated on your approval letter to have the works completed. Your contractor must return a Start Notice to us (a blank copy is provided in your documentation) stating the proposed start date of works at the agreed location. We will only be able to agree to the relevant permit to work on the highway once we have received this. If the work is not carried out within this 3 month period, the 'Stats Request' information will be out of date; a new request for these will need to be submitted. Again, this will take several weeks to complete and works on the highway will not be permitted until we have received the updated information. If the works are not completed within 3 months of the date on your approval letter you must contact us for advice by email highways.notices@essex.gov.uk.

What should I do if I'm not happy with the quality of work my contractor has carried out?

If you are unhappy with the quality of work undertaken by your chosen contractor, you will need to discuss this with them directly.

I have/my contractor has received a letter saying that my vehicle crossing is defective – why is this?

A few weeks after the work is completed, one of our inspectors will attend the site to ensure that the vehicle crossing meets the specification and conditional requirements. If the inspector finds that the vehicle crossing does not comply with the specification/conditions set out in our approval, we will contact both you and your contractor. It is your contractor's responsibility to rectify any defects which are highlighted, and further checks will be carried out to ensure this has been completed.

Is there any funding available for applicants who are registered as disabled?

There may be other options available if you have significant difficulties with your mobility and daily routines and feel you may benefit from a Social Care assessment.

If your query is related to a disabled adult please contact our Adult Social Care Team on 0345 603 7630 or if this is related to a disabled child please contact our Families and Children's Social Care Team on 0345 603 7627 for further information.