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##### Application for permission to cross the adopted highway

This application form is for you to give us the information that we require prior to processing an application for permission to construct a vehicle crossing. There may be other licences that you need, at further cost and, no works should be undertaken until these are applied for and relevant costs paid.

We will consider your application once your payment is made and your completed form is received and if approved we will provide you with.

* A legal certificate that gives you permission to construct a vehicle crossing (subject to other licences). This must be shown to any contractor so they can confirm that you have the necessary permission. It is also a legal document that will be needed if you wish to sell your property in the future.

1. A quotation with a price for our contractor to carry out the works.
2. With documentation that must be filled in prior to any works being carried out if you would like to use your own contractor (there are other fees payable with this option).

We will endeavour to try to provide you with an answer within **3 weeks** of applying to us, however your application should need further investigation this period may be extended. If this is the case we will contact you to keep you updated on progress.

If we have to refuse an application we will write to you to inform you of this decision including the grounds for refusal. **Your fee is non-refundable** as it covers the cost of processing your application.

If your application is refused you can appeal, in writing by emailing the Streetworks Manager @ [vehiclecrossings@milton-keynes.gov.uk](mailto:vehicle.crossings@milton-keynes.gov.uk)

Or in writing to Synergy Park, Chesney Wold, Bleak Hall, Milton Keynes, MK6 1LY

Before completing this application form please ensure you read the Frequently Asked Questions.

**Your application will not be processed until the correct fee is paid and you will be unable to construct a vehicle crossing without legal consent. We will contact you to arrange payment and you can view our fees and charges on the Highways website,** [**www.milton-keynes.gov.uk/highways**](https://www.milton-keynes.gov.uk/highways/highways-permits-and-licences/apply-dropped-kerbvehicle-crossing)

**1.0 Applicant Details**

* 1. Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Applicant |  | Contact Telephone number |  |
| Address of applicant |  | Company Name (if a commercial application) |  |
| Email Address of applicant |  | | |

Are you applying on behalf of someone else? Yes/No

|  |  |  |  |
| --- | --- | --- | --- |
| Address where vehicle crossing will be |  | Quote No. (office use only) |  |

**2.0 Highways**

2.1 Is there an existing crossing? Yes / No

2.2 If yes, are you requesting an extension to this access? Yes / No

2.3 If Yes by how much? (I.e. number of kerbs) ……..No.

2.4 Do you have any other parking on your property i.e. rear parking Yes / No

2.4(a) If your answer is yes to the above please state why you require this crossing/ extension, and why the existing crossing is not sufficient.

|  |
| --- |
|  |

2.5 Are there any parking restrictions / markings on the road Yes / No

Outside your property?

2.6 Is the position of the crossing within 15 metres of either Yes / No

A junction and / or roundabout?

2.7 Is there at least 5 metres depth on your own drive/garden? Yes/No

2.8 Is there a width of at least 2.5m on your own drive / garden? Yes/No

2.9 Is there a hard standing on your property, in line with the Yes / No

Proposed vehicle access, to park a vehicle on?

**You may require planning permission – SEE NOTE 1**

2.10 Are there any trees or items of street furniture or lamp columns Yes / No

Within one metre of the proposed access? (**Please indicate on 4.4**)

(Vehicle crossings are not normally allowed within 1 metre of any of these items, however, some items may be re-located at the applicants cost but this is dependent on individual site conditions. A price for this will be included in your quote from us if applicable. If you chose to use your own contractor they will need to liaise with MKC to ensure relocation of the items is acceptable).

**3.0 Planning**

3.1 Are you applying for a vehicle access as a result of a planning Yes / No

Application?

3.2 If yes please enclose a copy of drawings including any

Conditions and enter Planning Ref No. Here

3.3 Have you enclosed copies of your plans and Yes / No

Conditions recommended by MKC Planning Department?

3.4 If you are unable to provide these please state why not?

**4.0 General Information**

4.1 Do you own the property that the crossing will serve? Yes / No

If No, you will need to seek permission from your Landlord and enclose their approval in writing to park on the frontage of the property.

4.2 What are your landlord’s contact details or their agent’s details?

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Landlord/Agent |  | Contact telephone number |  |
| Address of above |  | | |

4.3 Who will be responsible for meeting the costs of this application and constructing the vehicle crossing?

|  |  |
| --- | --- |
| Name of Person responsible for costs of processing this application |  |
| Signature of person responsible |  |

|  |  |
| --- | --- |
| Name of person responsible for meeting the costs of constructing the vehicle crossing |  |
| Signature of person responsible |  |

4.4 In order to enable us to process your application, please indicate on the drawing below the **EXACT** location of the vehicle crossing including all relevant measurements. Also include any Street Furniture, Trees, and Other Obstructions.

You will need to have a depth of at least 5 metres from your property to the edge of the highway and a width of at least 2.5 metres of any hardstanding.

4.5 Please use the following box to add any further information you feel is relevant to your application. You can also attach any documentation you feel may assist in making a decision, but please list what it is in the box below.

4.6 Please indicate below where you would like the vehicle crossing to be when facing the front of your property (tick as appropriate)

|  |  |
| --- | --- |
|  | Right side of the property |
|  | Left side of the property |
|  | Centre of the property |

**5.0 Declaration**

5.1 Before submitting this application can you confirm that you have yes/no?

Read and understood the FAQs in Appendix 1 –

If you have any further questions or need any clarification of the points raised in Appendix 1 please contact us prior to submission of the form.

Signed (applicant): ……………………………………………………………………….

Date: ……………………………………………………………………………………………..

Please Print Name: ………………………………………………………………………..

**When you have completed this form please return to: Streetworks Department Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ** **or by email to** [vehiclecrossings@milton-keynes.gov.uk](mailto:vehiclecrossings@milton-keynes.gov.uk)