

**CITY OF  
WOLVERHAMPTON  
C O U N C I L**

**Application process for  
assessing and approving  
a vehicular footway crossing**

Residents are encouraged to legally park off the highway to maintain traffic flow and minimise congestion. Approval for a new or extension to an existing vehicular footway crossing will be subject to several factors such as the size of the frontage, street scene and road safety. This application answers some questions you may have.

### **What is a vehicular footway crossing?**

A footway crossing allows vehicles to cross the pavement to and from a driveway without damaging the pavement or kerb. The work involves lowering the kerb stones and strengthening the pavement to create access.

### **Do I need any permissions?**

Yes, you will need to obtain approval from the council to construct the crossing. An inspection fee is charged (non-refundable) for an inspector to visit the property to assess if it is possible for a footway crossing to be installed and if any conditions are to be met. This charge covers one visit, should you request the inspector to visit again you may incur an additional cost. For details of the current charges please refer to the application form.

Please note: The inspection fee will also be charged if the inspector is called to:

- Validate the legality of an existing footway crossing
- Assess if it is possible for a footway crossing to be constructed at a different address (e.g. with a view to possibly purchasing the property)

Additionally, you will require planning approval if any of the below apply:

- The property is situated on a classified road - A, B or C
- The property is within a conservation area
- The property is listed
- The building is divided into several properties, e.g. flats
- Is for offices, shops etc.

To obtain planning permission, you will require to fill in an application form, draw plans (which must be to scale) and pay the appropriate fee. Planning applications for this type of householder development should normally be decided within 8 weeks after submission. The team can be contacted on 01902 556026.

Permission will also need to be sought from the landowner prior to the application being made such as the landlord, Wolverhampton Homes etc.

It is advised that you obtain the relevant permissions prior to submitting this application.

### **What could prevent me from having a footway crossing?**

You may not be able to have a footway crossing if:

- The property is on a bend, close to traffic signals or at a road junction
- There is a steep slope between your garden and the road
- The frontage is not deep or wide enough
- There is a tree on the pavement outside your property that would be too close to the proposed crossing
- Street signs and street lighting columns outside the property cannot be re-sited
- You live on a 40mph road and are unable to leave your property in a forward gear
- The view when driving out of your property is obstructed by high walls or fencing

- The proposal affects the safety of traffic and pedestrians
- Other reasons that apply only to the location of the property

**Does my frontage need to be a certain depth and width?**

The frontage of the property must comply to the following criteria outlined in option 1 or option 2:

**Option 1:**

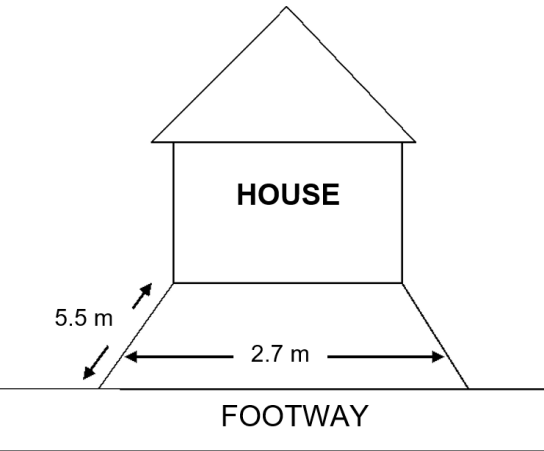
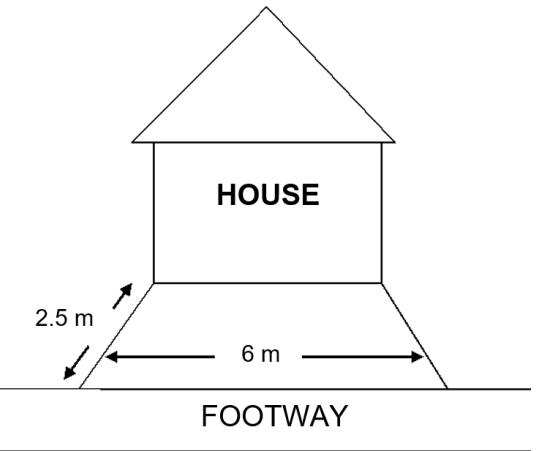
Option one enables vehicles to drive straight in:

- The frontage must be a minimum of 5.5m deep to make sure the vehicle does not overhang the highway and obstruct traffic / pedestrian movements.
- The opening created at the back of footway must be a minimum of 2.7m in width to allow access to the property.

**Option 2:**

Option two will only be permitted for vehicles to park parallel to the footway:

- The frontage must be a minimum of 2.5m deep.
- The opening created at the back of the footway, in walls or hedges must be a minimum of 6m in width.

<p>Option 1: A minimum of 5.5 m length and 2.7 m wide</p>	<p>Option 2: A minimum of 2.5 m length and 6 m wide</p>
	

**Vehicles must not encroach or obstruct the public highway.**

**What visibility do I need to provide?**

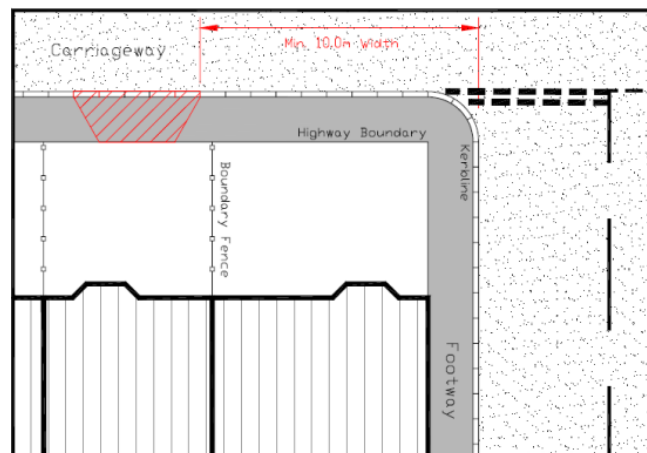
The most important thing about visibility is being able to see both pedestrians and other vehicles, so part of our vehicle crossing assessment will be to ensure that by creating a vehicle crossing you will be able to clearly see other road users and drive in and out of your driveway without causing a danger to yourself or others.

Adequate visibility enables road users to see a potential hazard, giving them time to slow down or stop comfortably before reaching it. For pedestrian visibility, a splay of at least 2m x 2m with a maximum height of 1m from the back of footway will be required. Greater visibility may be required on faster and busier roads and therefore your application will be assessed on site specific criteria.

### **Distance from road junctions?**

If the location of your proposed crossing is closer than 10m to a junction, this could cause a serious safety hazard. This distance may be increased to 15m if your property is situated on a major road or near a busy junction and consideration should therefore be given to moving the access onto the adjacent side road.

If there is no other option and your proposed crossing will be within 10m of a junction, then Highways will request a safety audit is undertaken by the Road Safety Team, which will be an additional cost of £100 that the applicant must pay. If the Council's Road Safety Team recommend that a crossing is not installed, then this decision is final, however they may make recommendations such as removing boundary walls or cutting back vegetation which would allow you to have a crossing, but the costs associated with any additional works will need to be borne by the applicant.



### **What happens if the property is rented?**

If the property is rented for example from Wolverhampton Homes, a housing association or private landlord, you will need their permission to park a vehicle on the frontage or make any changes to the property. Written evidence will need to provide with your application.

### **What happens if the property is leasehold?**

If the land on which the vehicle is to be parked is leasehold, you will need the landowner's permission to park a vehicle on the frontage or make any changes to the property.

### **When should I make a driveway?**

You should not create a driveway until you have obtained the necessary permission(s) and received notification from City of Wolverhampton Council confirming it is for you to proceed with the crossing. However, I would draw your attention to the chapter on 'Guidance on the permeable surfacing of front gardens', see page 6, provides advice on how to proceed with the construction of a hard standing.

To prevent damage to the newly constructed vehicle crossing, it is preferable that works to the driveway/parking are carried out prior to the construction of the vehicle crossing. Driveways and parking areas should be constructed to prevent water running onto the highway. If the construction is of loose materials (e.g. gravel) this must be prevented from being carried onto the highway.

### **How wide will the footway crossing be?**

The standard width is 3 flat kerbs measuring 2.7m / 9ft and two tapers measuring 1.8m. However, if you want the footway crossing to be wider, please tell us the width you would like when you fill in the application form. Please note that a maximum number of kerbs may be imposed. A crossing will not usually be approved, or an existing crossing widened, so that its length exceeds 7 kerbs.

### **Will I own the footway crossing?**

No, the footway crossing will remain part of the public highway and will be the responsibility of the Highway Authority to maintain. The construction of a vehicle crossing does not give the occupier any rights except to drive across the footway to gain access to their property.

### **Can I undertake the works myself?**

Only accredited contractors will be able to carry out work on the public highway. They must have public liability insurance and the operatives undertaking the work must be trained and accredited by the recognised body. Your contractor will be required to apply separately to the Council for a license to undertake the construction work "Permit to Dig" under Section 171 of the Highways Act 1980, at which stage the insurance and accreditation will be checked. There is a fee for this Licence (see page 9).

Any work undertaken without the appropriate approvals in place will be subject to enforcement, and the council will reinstate the street back to the original condition with the expense borne by the occupier.

### **Who pays for the construction of the footway crossing?**

You will be responsible for organising someone to carry out the works. Costs relating to the construction of the footway crossing are to be borne by you.

### **What about third-party apparatus (not belonging to City of Wolverhampton Council)?**

Kerbs cannot be lowered directly in front of telegraph poles, street cabinets, inspection covers etc. If these require alterations it will be your responsibility to contact the utility company directly, co-ordinate and pay for the works yourself. The council's technician will advise you if any such alterations are required.

It is recommended that you obtain an estimate of costs from the utility company prior.

### **What about illuminated/non-illuminated street furniture e.g. lighting columns and street signs which would affect the proposed crossing?**

Following a site inspection by the council's technician you will be informed if it would be permitted for the street furniture to be repositioned. You will be given a fixed price quotation for all costs involved and will have to pay the full amount direct to the Council. Only the City of Wolverhampton Council can carry out this work.

### **What if a tree on the pavement is affected by the proposed footway crossing?**

We must make sure that tree roots are protected. Generally, there needs to be a distance of four times the trunk circumference between the tree and the crossing. All trees are subject to a site inspection and risk assessment by the council's arboricultural officer.

Please use the following link to access the council's website to request an inspection of the tree: <https://www.wolverhampton.gov.uk/customerservices> - select "Other" enquiry

category to request an inspection of a highway tree to assist with the construction of a footway crossing. Alternatively, please contact Customer Services on 01902 551155.

Where the tree is dead, diseased, or is considered by the council to have outgrown or be inappropriate for its location, the authority will fund the removal of the tree. If none of these are applicable but permission is given for the tree to be felled then you will be required to meet the removal costs plus the costs of planting a replacement, (if deemed necessary by the Council). Only the City of Wolverhampton Council can carry out this work.

### **Is there any financial assistance with the cost?**

If you are registered disabled, you may be entitled to assistance with a footway crossing. For further information, please contact the council's Independent Living Team on (01902) 553666 or email [hia@wolverhamptonhomes.org.uk](mailto:hia@wolverhamptonhomes.org.uk)

### **What if the Council is undertaking works on my street?**

If the council carries out footway reconstruction works, properties located off the footway may have the opportunity to install a vehicular footway crossing or extension of an existing vehicular crossing at a discounted rate. No refunds will be given for any costs involved in works carried out by you, if the Council reconstructs the footway at a later date.

### **What if I wish to extend my existing footway crossing?**

Existing footway crossing extensions will be considered, however the length of the footway crossing cannot exceed 7 kerbs in total. The same consideration would be given as for a new footway crossing and the inspection fee (non-refundable) will be applied.

### **What happens next?**

Please complete the application form and return it to:

[streetworks@wolverhampton.gov.uk](mailto:streetworks@wolverhampton.gov.uk)

**Footway Crossing Requests  
City of Wolverhampton Council  
Urban Traffic Control – Network Co-ordination  
Civic Centre  
St Peters Square  
Wolverhampton  
WV1 1RP**

Please note if there is any information missing your application cannot be processed. An invoice will be raised to make payment. Please note, all fees are non-refundable.

A site visit will be arranged with you and the Highway Technician to mark out the proposed crossing. The outcome of the inspection will be given at the visit or processed, and a response will be sent to you normally within 21 days of the site visit.

The response will indicate whether you will be allowed a footway crossing. It will also include the conditions under which any approval applies. Such approval will be valid for a period of 12 months from the date of the visit. If your application is refused the reason(s) for the refusal will be included within the written response.

If you are not satisfied with the reasons for the refusal you may wish to contact us. We try to deal with all applications fairly and equally. All correspondence should be sent to:

**Head of City Transport  
City of Wolverhampton Council  
Civic Centre  
St Peters Square  
Wolverhampton  
WV1 1RT**

[ExecutiveSupportCity@wolverhampton.gov.uk](mailto:ExecutiveSupportCity@wolverhampton.gov.uk)

### **Guidance on the permeable surfacing of front gardens**

Changes in government planning legislation came into effect on 1st October 2008; the permitted development rights that allow householders to pave their front garden for hard standing without planning permission have changed. The Town & Country Planning Act (General Permitted Development) Order 1995 (as amended in 2008) requires all surfacing installed to the front of a property (over 5 square metres) to be of porous material or provisions made to direct any runoff to an area that allows the water to drain away naturally within the boundaries of the property.

If a new driveway or parking area is constructed using permeable surfaces such as permeable, block paving, porous asphalt or gravel, or if the water is otherwise able to soak into the ground you will not require planning permission. The new rules will also apply where existing hard standings are being replaced.

There are publications available which explain the different approaches to constructing a driveway or other paved area that controls and reduces rainfall runoff into drains by using permeable surfaces or soakaways and rain gardens. Further guidance and examples can be found by visiting [www.communities.gov.uk](http://www.communities.gov.uk) or the Royal Horticultural Society website [www.rhs.org.uk](http://www.rhs.org.uk)

If you have any queries concerning this matter, please contact the Planning Division on telephone number (01902) 556026 or email: [planning@wolverhampton.gov.uk](mailto:planning@wolverhampton.gov.uk)

**Office Use Only:**

File Ref:

Enquiry Ref:

Payment Code:

**SECTION 184 HIGHWAYS ACT 1980:  
APPLICATION TO CONSTRUCT A VEHICULAR CROSSING  
OVER A CARRIAGEWAY, FOOTWAY OR VERGE**

Please complete this form in block capitals and return to:

Footway Crossing Request,  
City of Wolverhampton Council, Urban Traffic Control – Network Co-ordination,  
Civic Centre, St Peters Square, Wolverhampton, WV1 1RP

Email: [streetworks@wolverhampton.gov.uk](mailto:streetworks@wolverhampton.gov.uk)

Website: [www.wolverhampton.gov.uk](http://www.wolverhampton.gov.uk)

**Applicant Details:**

<b>Name:</b>			
<b>Address:</b>			
<b>Postcode:</b>			
<b>Telephone number:</b>		<b>Mobile number:</b>	
<b>E-mail address:</b>			

**Crossing Details:**

<b>Location of crossing</b> (please specify the location if different from the address above):	
<b>Address:</b>	
<b>Postcode:</b>	

<b>Please tick to indicate the type of request:</b>
<input type="checkbox"/> New Crossing
<input type="checkbox"/> Extension to existing crossing

<b>Please advise if the crossing will be used regularly by vehicles other than cars:</b>
<input type="checkbox"/> Yes
<input type="checkbox"/> No
<b>If yes, please indicate the vehicle(s) you intend to use:</b>



<b>Please indicate the proposed width of the new footway crossing:</b>
Metres / kerbs (delete as appropriate)
A standard crossing is 5 kerb stones (3 normal, 2 splayed*) or 4.5m approx. * Splayed kerb stones are the two sloping kerb stones at the ends of the crossing. <b>PLEASE SEE OVER LEAF – TO COMPLETE THE APPLICATION</b>

**Housing Ownership:**

Written consent from the property owner is required – please attach.

<b>Please confirm if the property has ever been owned Wolverhampton Homes:</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you are a tenant of Wolverhampton Homes, you will need their approval. Please complete the questions below:

<b>Please confirm if the property is owned by Wolverhampton Homes:</b>
<input type="checkbox"/> Yes
<input type="checkbox"/> No
<b>If yes, please confirm if you have obtained approval from Wolverhampton Homes:</b>
<input type="checkbox"/> Yes
<input type="checkbox"/> No
<b>If yes, please provide confirmation letter, name of officer and telephone number:</b>

**Planning Consent:**

Planning permission is required for any crossing on a classified (A, B or C) road or if the property has a listed status and / or is in a conservation area. Please contact the planning department on (01902) 556026 / [planning@wolverhampton.gov.uk](mailto:planning@wolverhampton.gov.uk) to find out if planning consent is required.

<b>Please indicate whether planning permission has been obtained:</b>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, please provide a copy of the planning approval and planning reference number:</b>	

**I understand that should my application be refused, or I decide not to proceed any further after the site inspection, the inspection fee is non-refundable.**

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>	<b>DD/MM/YYYY</b>		

**NOTES:**

1. Return the application form (giving at least two weeks' notice). An invoice for £150 will be raised and forwarded to you. Please follow the instructions on the reverse of the invoice to make your payment.
2. If approved the consent and appropriate specification will be forwarded to the applicant. Our approval is not planning consent. As stated, the applicant must ensure planning approval, if necessary, has been obtained before constructing the access.

3. If this application is approved, the next part of the process is to apply for a "Permit to Dig" Section 171 licence under the Highways Act 1980 to undertake work on the public highway. There is a fee of £400 (vat free) for this. This is in addition to the £150 (vat free) inspection fee.
4. If you require any help or assistance completing this form, please call 01902 555361. If you need to draw a sketch or provide any additional information, please attach it to this form.