



# Rutland County Council

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## APPLICATION FOR PERMIT TO CONSTRUCT OR AMEND A DOMESTIC VEHICULAR ACCESS

Please read the **CUSTOMER NOTES FOR GUIDANCE** on the following pages before completing this form.

An image of the location is required before the permit will be granted.

I/We the undersigned hereby apply to open the Public Highway to make a vehicular access at the following location.

LOCATION:

ROAD/STREET:

TOWN/VILLAGE:

POST CODE:

PLANNING PERMISSION NUMBER - (SEE CUSTOMER GUIDANCE NOTES)

I/We, in the event of this application being granted, agree to open only the part of the Highway described above, in accordance with the enclosed Customer Guidance Notes and Specification, and in doing so leave the adjoining Highway as found.

NAME:

ADDRESS (IF DIFFERENT FROM SITE ADDRESS ABOVE)

ROAD/STREET:

TOWN/VILLAGE:

POST CODE:

HOME TEL NO:

MOBILE NO:

EMAIL ADDRESS:

SIGNATURE:

This form should be completed and forwarded together with a copy of the contractors Public Liability Insurance, completed Public Liability Insurance form, copy of the contractors streetworks licences and plans. An upfront non-refundable application fee is charged. For details of the fees and how they can be paid please refer to the Highways Charges and Fees page on our website.

The specification should be retained for the use of the contractor carrying out the work.

NOTE: Once the permit has been received, 7 days notice should be given to:

The Highways Section ☎ 01572 722577 Email: [highways@rutland.gov.uk](mailto:highways@rutland.gov.uk)

OFFICE USE ONLY

<b>PERMIT NO:</b>		<b>RECEIPT NO</b>		<b>DATE</b>	
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**PUBLIC LIABILITY INSURANCE DETAILS**

**TO BE COMPLETED BY THE PERSON CARRYING OUT THE CONSTRUCTION WORK**

**Before any work can commence on the construction of the vehicular access, applicants must provide full details of their Public Liability Insurance Cover.**

**MINIMUM INDEMNITY REQUIRED - £5,000,000**

<b>NAME:</b>	
<b>ROAD/STREET</b>	
<b>TOWN/VILLAGE</b>	
<b>POST CODE</b>	
<b>HOME TEL NO:</b>	
<b>MOBILE NO:</b>	
<b>NAME OF INSURERS</b>	
<b>ADDRESS OF INSURERS</b>	
<b>POST CODE</b>	
<b>POLICY NO:</b>	<b>AMOUNT OF PUBLIC LIABILITY:</b>
<b>DATE OF COMMENCEMENT OF INSURANCE:</b>	
<b>DATE OF EXPIRY OF INSURANCE:</b>	
I hereby state that all the above details are correct, and accept the Rutland County Council specification for construction of vehicle accesses.	
<b>SIGNATURE OF APPLICANT (OR AUTHORISED AGENT)</b>	
<b>IF AGENT, POSITION WITH FIRM</b>	
<b>DATE:</b>	

## **CONDITIONS AND SPECIFICATIONS FOR THE CONSTRUCTION OF A DOMESTIC VEHICULAR ACCESS WITH THE PUBLIC HIGHWAY**

### **1. WIDTH**

The access shall be constructed to a width of not less than 5.50m (i.e. 4 no. dropped kerbs plus one dropper kerb on each side). In certain cases the Head of Highways may require the access to be wider and sited more to left of the gateway (view from the road) to permit easy access for vehicles approaching from the nearside lane.

The access should be constructed between the highway boundary and the edge of the carriageway at the location on the application.

### **2. KERBS**

Unless otherwise agreed or required by the Head of Highways all kerbs shall be new hydraulically pressed concrete, except where granite setts or special finished kerbs are already in existence. Normally, these should be taken up and reused, if possible, or every effort made to match the existing kerbs. Advice should be sought from the Head of Highways if any doubt arises.

Bedding details are shown on the attached diagrams.

### **3. ACCESS CONSTRUCTION**

The access shall be constructed of Type 1 Granular sub-base, and Bitumen Macadam. The sub-base will consist of Type 1 granular stone laid 225mm thick.

When the access is to be constructed over, or partly over a grass verge, the vegetation and topsoil shall be removed to an amount equal to the depth of the construction. Extra material may be removed to give a satisfactory gradient to the access. An approved weed killer will be applied to the formation.

Any soft areas shall be removed and replace with Type 1 Granular Sub-base.

The **FULL WIDTH** of the footway (or grass verge) shall be excavated to form the new access.

### **4. MATERIALS**

The bitumen macadam surfacing shall consist of two layers, each compacted separately. The base course will consist of 20mm dense bitumen macadam base course laid 45mm thick. The top course, the wearing course, shall consist of 6mm dense graded bitumen macadam, laid 20mm thick.

All materials used shall comply to the relevant British Standard or Department of Transport Specification for Highway Works. They shall be used in the manner described in these specifications. All materials used in the access construction shall be fully compacted.

Appropriate extracts from the specification are attached to this application form. The complete specification 6C's design guide can be obtained from:  
<http://www.leics.gov.uk/6csdq.htm> under the Standard Drawings Section  
Whilst this is Leicestershire County Council's standard, it is applicable in Rutland.

# **CONSTRUCTION OF DOMESTIC VEHICULAR ACCESS WITHIN PUBLIC HIGHWAY**

## **CUSTOMER GUIDANCE NOTES**

### **1. PLANNING PERMISSION**

Under the Town and Country Planning Act, planning permission may be required to construct a domestic vehicular access, dependant on the road or the area in which you live.

If you live on a Trunk, Principal or Classified road, (ie an A,B, or C road) then please apply to this Council for planning permission before completing this application form.

If you live in a conservation area, or if the access is to a listed property, then you should contact this Council for advice on planning regulations before completing this form.

If the access is part of other works which require planning permission, the the construction of the access should be included in this permission.

### **2. WHAT IS PUBLIC HIGHWAY?**

Highway is the area maintainable by the Highway Authority including footways and grass verges. Any damage caused to the highway shall be reinstated at the expense of the person causing the damage.

### **3. WHO MAY CARRY OUT THE WORK/INSURANCE COVER**

The domestic access can be constructed by any competent contractor/developer, who can demonstrate that they have adequate third party insurance cover, and fully accept all the conditions set out in the attached specifications.

A list of contractors who are currently who meet the above criteria is enclosed. You may contact these for quotes.

If you prefer to use an alternative contractor to those listed, then please ensure that the enclosed Public Liability Insurance form is completed and returned to this office, otherwise permission to construct the access will be withheld.

Rutland County Council will not be liable for any damage or injury to a third party during construction, or because of faulty or negligent construction of the access. This must be covered by the contractors insurance. If you are constructing the access yourself you will be responsible for ensuring that the necessary insurance cover is provided.

### **4. NON DOMESTIC ACCESS**

If you are planning to construct an industrial or agricultural access, please do not complete this form, but contact the Head of Highways at this office in the first instance.

### **5. QUERIES**

If you are unsure on any matters regarding this application, or the enclosed specification, please do not hesitate to contact Highways in the first instance. A specification shall be specifically designed for the site conditions

**6. COST**

An application for a permit will be detailed on the Council's list of fees and charges available at the link below, and is either payable by cheque, or via Debit card at the Council Reception Desk.

<https://www.rutland.gov.uk/my-community/roads-and-highways/highways-fees-and-charges/>