BRISTOL CITY COUNCIL
APPLICATION FOR A VEHICLE CROSSOVER (SECTION 171 and SECTION 184 LICENCE)
Guidance and Process

If you wish to apply for a vehicle crossover (dropped kerb) please read this document before completing the Application Form.

The Application Form can be completed by your appointed contractor on your behalf. However, we recommend that you still familiarise yourself with the information below for reference.

Please note that by signing the Application Form you will be agreeing to the Terms and Conditions listed in Section D below, therefore you are strongly advised to read through that section prior to signing.

This document is made up of the following sections:

Section 1: Fees and charges for a vehicle crossover

Section 2: Application process explained

Section 3: Further information and guidance

Section 4: Terms and Conditions

Section 1: Fees and charges for a vehicle crossover

A fee is required when submitting your application based on the following rates (effective

from 01/04/2026):

Request for vehicle crossover works (Excavation within the highway):

- Domestic: £357
- Domestic (Retrospective Licence): £536
- Commercial: £1,427
- Commercial (Retrospective Licence): £2,145

Should your application for a vehicle crossover be approved you will need to appoint your own contractor to undertake the works on the highway. Please be aware that your appointed contractor must be able to comply with the Terms and Conditions listed in Section D. If you wish to be sent a list of contractors, who have undertaken works on the highway, then please contact: BSS.HighwayLicences@bristol.gov.uk. NB: these are not recommended by Bristol City Council, Homeowners must do their own research.

Section 2: Application process explained

1. What is involved?

- A vehicle crossover means lowering the kerbs at the edge of the carriageway to allow access to the driveway of a property
- The section of footway from the carriageway to the boundary of the property will be strengthened to allow for vehicular traffic

- It may also be necessary to move or protect street light columns, railings and bollards and any equipment belonging to public utilities as part of the construction works. If so, this will be at the applicant's own expense

2. Appointing a contractor

- To undertake work on the adopted highway your contractor must hold public liability insurance with a limit of indemnity of not less than £5 million
- Their operatives and supervisors should be trained and accredited to the requirements of the Codes of Practice under the New Roads and Street Works Act 1991
- Your contractor should undertake an assessment to determine whether there are any public utility apparatus that may need relocating or protecting; in such circumstances your contractor may wish to contact the relevant public utility company on your behalf if you have not already done so

3. What happens after you apply?

Once Bristol City Council have received your completed application form and associated fee, a Highway Officer will visit your property to determine the suitability of the site for a vehicle crossover. Following this visit the Highway Licences team will write out to confirm that:

- Your application has been successful; a copy of the Application Form signed by the Officer responsible will be included. Please pay attention to any specific conditions that have been listed.

or

- Your application has been rejected, along with justification for this decision.

If your contractor has made the application on your behalf then this correspondence will usually go direct to their office. Please ensure that you request a copy of the signed Application Form for your records as this should be kept alongside the deeds to the property.

Section 3: Further information and guidance

The following list contains key things to consider before completing your application.

Pre-conditions

1. **Do you have sufficient room on your property to park a vehicle?**

For non-classified streets a minimum area of 4.8m deep x 2.4m wide within the property boundary is required per vehicle in order to enable a vehicle to park at right angles to the footway ('drive straight in' parking). This is the minimum size required for private cars and light goods vehicles, regardless of the applicant's actual vehicle size.

Alternatively, we may accept a minimum area of 3.0m deep x 6.0m wide within the property boundary per vehicle on the condition that the vehicle is parked parallel to the footway.

For classified streets or those with special planning permission requirements, a recommended area of 5.3m deep x 2.4m wide within the property boundary is generally required per vehicle in order to enable a vehicle to park at right angles to the footway. You may also be required to provide a 0.5m buffer either side of the vehicle for access. However, each planning application is assessed on its own merits so this should be considered as a guide only. It is generally not permitted for vehicles to park parallel to the footway on classified streets.

You are not permitted to park any part of the vehicle(s) on the vehicle crossover so you must ensure that there is sufficient room on your property so that no vehicle protrudes over the footway/verge when parked.

If you intend to fit gates these must open inwards. If parking in front of a garage with outward opening doors you will need to allow a minimum 6.0m depth. If the garage will open directly onto the adopted highway it must have a roller shutter door.

2. **Is the proposed access within 10m (15m on a classified road) of a junction, traffic signals or a roundabout?**

If your proposed crossing is within this distance then your application may be refused on safety grounds.

3. **Will you be able to see pedestrians and vehicles well enough to drive out of the driveway without causing danger to either yourself or other highway users?**

Required visibility areas must be kept clear of obstructions, with any plants or structures (eg. walls) kept below 600mm height so that they do not obstruct lines of sight.

4. **Is the width of the crossing within acceptable size limits?**

The standard vehicle crossing configuration is 3 x low kerbs and 4 x transition kerbs, although this may be increased where space and conditions allow.

Transition kerbs should start at the boundary of the property where the new dropped kerb is being installed and should not exceed the boundary line either side of the property without prior written consent from both the Council and the property owner(s) of the respective properties either side.

For further information please see Bristol City Council Standard Detail SD 03-002 (Crossovers and Pedestrian Crossings) which is available online at www.bristol.gov.uk/droppedkerbs.

5. **Is the area of the proposed crossing free of any parking restrictions, such as pedestrian crossings, disabled bays, parking bays, etc.?**

It is unlikely that your application will be affected by single or double yellow lines, however other parking restrictions may delay your application whilst the situation is investigated and in some circumstances the application may be refused depending on the type of restriction in place.

If you live within a Residents Parking Scheme and require an on-street parking bay to be removed in front of your property you may need to pay for a contribution towards the cost of amending the Traffic Regulation Order (TRO) which governs the scheme, as well as the separate cost of paying for any signs and lines to be adjusted. Please note that the TRO will not be remade until the scheme is next reviewed, which can be up to every three years.

6. **Is the area of the proposed crossing free of trees, shrubs or other planting features on the footway?**

Damage to trees can occur as a result of excavation within the area of tree roots. If the vehicle crossing is likely to fall into this area the Highway Officer will advise if a trial excavation needs to be carried out to establish the feasibility of installing the crossing without undue root disturbance. The cost of this will be borne by the applicant.

In exceptional circumstances (eg. if the tree is in very poor health) approval may be granted for the tree to be removed. This is only likely to happen where a tree of similar species can be provided nearby and can only be carried out with the approval of Bristol City Council. The costs for removal of the tree and subsequent replacement (which would require a new tree pit) will be borne by the applicant.

If you are unsure regarding the impact of a vehicle crossing on a tree, whether the tree is the subject of a Tree Preservation Order (TPO) or whether the work site is within a Conservation Area, please contact the Council for advice on 0117 922 2100. Further information on TPOs on the Bristol City Council website.

It is unlikely that shrub beds or other planting features will be removed to enable a vehicle crossing to be installed.

7. **Is your property free of a designated flood defence feature under the Flood Water Management Act 2010?**

Where a vehicle crossing is likely to undermine a flood defence a vehicle crossing will not be approved (this is only likely to apply to properties located within a flood risk area).

Permissions

1. **Are you the property owner?**

If you are a tenant you will need to contact your landlord or housing association and obtain a letter which provides permission for you to have the work undertaken. If you live in a Bristol City Council property please contact estates@bristol.gov.uk to request permission. You may also be required to provide written permission from the landowner should you need to cross any private land between your property and the highway.

2. **Is the proposed vehicle crossing on a classified road?**

Roads listed A, B or C are classified roads. If your vehicle crossover will be on a classified road you will need to supply proof of planning permission along with your application form. To find out if you live on a classified road please use the road checker.

If you require planning permission you can apply online on the planning portal.

The standard requirement for any access onto a classified road is that a car must be able to fully turn around within your property and be able to enter/exit the off street parking area in a forward gear.

3. **Does the proposed site fall within any planning permission requirements?**

You may wish to contact the local planning authority for advice (by e-mailing development.management@bristol.gov.uk) if your property falls into any of the following categories:

i) your property is located within a Conservation Area

ii) your property is a listed building

iii) your property is a multi-occupancy dwelling such as flats or maisonettes

iv) if the proposed vehicle crossing is not for the purpose of giving access only to the curtilage of a domestic dwelling house

4. **Is there any covenant or restriction on parking a vehicle within the boundaries of your property?**

You should check the property's deeds to confirm if any restrictions exist (note that restrictions may also apply to caravans, boats, trailers, etc.)

Site suitability

1. **Is the area of the proposed crossing free of road signs, street lights, bus stops/shelters or any other street furniture?**

If there is street furniture in the way then it may be possible to relocate this in some circumstances, however this will increase the cost of the works. Where it is not possible to move street furniture this may result in the licence being refused. Any costs incurred in moving or adjusting street furniture will be borne by the applicant.

2. **Is the area of the proposed crossover free of inspection chambers, cabinets, telegraph poles or other utility apparatus?**

If there is any equipment belonging to utility companies in the way then please include with your application a letter or e-mail from each utility company affected confirming that they are happy to move or adjust their apparatus and whether they are comfortable with your approved contractor undertaking the work on their behalf, or whether it will need to be done by the utility company themselves. Any costs incurred in moving or adjusting the equipment will be borne by the applicant.

3. **Is the area free from any traffic calming measures such as speed bumps, pedestrian crossings, footway build-outs, etc.?**

Where it is possible to do so, we can consider relocating any traffic calming measures which might interfere with the vehicle crossover, however the cost of these works will be borne by the applicant. If it is not possible for the traffic calming features to be moved then the licence may be refused.

4. **Will an 'ordinary water course' need to be bridged or piped to enable vehicle access to the property?**

If the answer is yes, you will need separate consent from the local flood authority prior to any works commencing. This can be obtained by contacting flood.data@bristol.gov.uk.

Crossing details

1. **Do you wish to extend an existing crossing that is currently shared with your neighbour?**

Where two adjoining properties share a single driveway and you wish to extend the crossing to serve both properties one occupier should act on behalf of both properties (with the written consent of the adjoining property owner).

Note that a crossing covering the whole frontage of both properties may not be allowed as this removes opportunities for on street parking; such decisions will be made by the Officer approving the works on a case by case basis.

2. **Are you applying for a second crossover to your property?**

Usually we will only allow one crossover per property; a second access may be approved in exceptional circumstances such as where an applicant can demonstrate a significant benefit to highway safety.

Applications for a second crossover are processed on a case by case basis taking into consideration various factors (including local parking availability, parking restrictions, sight lines, road layout and pedestrian crossing points) prior to a decision being made.

If an existing crossover is to be relocated then the applicant will bear the costs of closing the existing access and reinstating any footway/footpath to full kerb height and/or verge to its original level, as well as the construction costs of the replacement crossover.

3. **Do you need to remove a boundary fence or wall to accommodate vehicle access to your property?**

It is essential that this is done before the crossover is constructed. If it is not done first then you will be responsible for supporting the footway and for the cost of repairing any subsequent damage caused to the highway.

4. **Do you need to undertake building or other works within your property?**

To prevent damage to a newly installed vehicle crossover we would always recommend that works to the parking area or other building works within the property are carried out prior to construction of the crossing and this will usually form a condition of the licence.

5. **Will surface water run-off from your property to anywhere other than drains/soakaways within your property?**

If your driveway has a gradient that is towards the adopted highway a linear channel or drain (such as an Aco drain or similar) is required at the highway boundary. This should be across the frontage of the driveway to intercept any surface water runoff before it reaches the highway.

6. **Does the carriageway or footway at the site of the proposed vehicle crossover have a high degree of camber or gradient?**

A high camber or inclined vehicle crossing can create grounding issues for either the front or rear overhang of a vehicle. Local ground levels and gradients may limit the types of vehicle that can use the vehicle crossover once it has been installed.

This issue should be discussed carefully with your appointed contractor, as the Council is not responsible for adjusting either the footway or the carriageway specifically to prevent grounding as a result of access/egress to a private drive.

Section 4: Terms and Conditions

These are the standard Terms and Conditions upon which a joint Section 171 and Section 184 Licence to make an excavation in the Highway for a vehicle crossover is granted. Please be aware that additional specific conditions may have also been attached to the Application Form so please read this carefully once returned.

1. General

- For footway crossings, the Applicant must ensure that the garden/proposed parking area is a minimum of:
  - 4.8m deep by 2.4m wide for a single space (end on parking); or
  - 4.8m deep x 4.8m wide for a double space (end on parking); or
  - 3 metres deep by 6 metres wide for a single space (parallel parking)*

* A parallel parking space can only be installed with prior approval from Bristol City Council ("the Council")

Each vehicle should be parked so as to ensure that parked vehicles do not obstruct the footway.

- The Contractor's site supervisor and operatives must be accredited under the New Roads and Street Works Act (1991) (H.A.U.C. qualification) to carry out the works and must provide evidence of this to the Council upon request. It is the Applicant's legal responsibility to ensure that this takes place unless the Contractor has completed the form on behalf of the Applicant, in which case it becomes the Contractor's responsibility.
- Work may not commence until the date specified unless the express and specific permission of the Council has been sought and obtained.
- Works shall be constructed only to the dimensions and positions approved by the Council.
- Neither the Applicant nor the Contractor shall not carry out any excavation or other works in the Highway except in accordance with the plan or details submitted within this application and approved by the Council.
- Any changes to the design subsequent to approval being granted must be agreed by the Council.
- No works to the Highway should proceed until all relevant approvals have been given (including the Council in respect of the excavation works themselves, planning permission where required, etc., as well as approval from any third parties such as where the Applicant is not the owner of the property or where there are utility covers which need to be adjusted, etc.)
- Issuing of a combined Section 171 (Excavation in the Highway) Licence and Section 184 (Vehicle Crossover) Licence does not dispense the licensee from obtaining any other consents, licences or permissions from any third parties or other authorities having an interest in the works or apparatus prior to commencing the works.
- Granting of a Licence does not deem that a vehicle crossover is technically achievable and there is no responsibility for the Council to make any modifications to either the footway or the carriageway to prevent vehicles grounding.
- No part of the Highway may be closed at any time without the express and specific consent of the Council.
- Whilst works are under construction the Contractor shall ensure that temporary signing is provided in accordance with Chapter 8 of the Road Traffic Signs Manual and the appropriate Codes of Practice, and shall comply with any directions issued by the Council with respect to the erection and maintenance of traffic signs in connection with the excavation. The Applicant and Contractor will regulate the works so

as to minimise obstruction to vehicular and pedestrian traffic and the works area shall be maintained clean and tidy throughout the duration of the works and immediately following reinstatement.

- The Applicant and Contractor will ensure that the work is completed and the excavation reinstated as quickly as possible to a specification approved by the Council. Any temporary reinstatement must be agreed by the Council and the excavation must be temporarily reinstated with bitumen macadam prior to the removal of any signing and barriers.
- The Applicant or the Applicant's appointed Contractor will fully indemnify the Council against all claims, demands, costs and expenses that may arise out of the excavation works and will hold Public Liability insurance with a minimum £5m limit of indemnity. Such insurance will extend to indemnify the Council against all liability, loss or claim for injury or damage arising out of the excavation works and will cover both the duration of the works and until such time as the Council resumes responsibility for the site again under relevant legislation. In addition, where the Applicant has employed a Contractor to undertake the works on their behalf, the Contractor's Public Liability insurance must include an Indemnity to Principals clause which covers the Applicant in the event of a claim arising.
- Excavation in the Highway without a Licence issued by the highway authority is an offence and can carry a penalty fine.
- If any of the Terms and Conditions of this Licence are not complied with, the Council reserves the right to require the excavation to be reinstated forthwith at the Applicant's expense without prejudice to any claim or right that may have arisen.
- If the Council refuses to issue a Licence or issues a Licence on terms to which the Applicant objects, the Applicant may appeal to the local magistrate's court against the refusal or the terms.
- The Applicant and appointed Contractor will take note of and at all times comply with the Health & Safety at Work (etc.) Act (1974), the Construction (Working Places) Regulations 1966, the Highways Act (1980), the New Roads and Streetworks Act (1991) and any other relevant legislation.
- The date and time when the Council will resume responsibility for maintenance of the vehicle crossover will normally be two years from the proper date of the completion of the works. Until such time as the Council assume responsibility for maintenance of the vehicle crossover the Applicant shall be responsible for any claims arising from the work or any necessary maintenance works and associated costs. Necessary works shall be determined by the Council.

2. Statutory Undertakers

- The issue of a Licence to make a temporary excavation in the Highway does not authorise the Licensee to interfere with apparatus already existing in the street.
- The Applicant will afford and protect the rights of the statutory undertakers (that is, electricity suppliers, gas suppliers, water and waste water utilities, telecoms utilities and any other person or organisation who own or use plant or apparatus in or under the Highway), to have access as and when reasonably required to that plant or apparatus, and shall ensure no damage is caused to such plant or apparatus.
- Any utility covers or apparatus within the area of the crossing will be adjusted as necessary to meet with finished levels and be of suitable quality to withstand crossover by vehicles. This shall be done by either the utility company which owns the cover, or by the Applicant's appointed Contractor on their behalf with the express permission of the utility company and to the specification they provide.

3. Workmanship

- All vehicle crossovers must be constructed to the Bristol City Council Standard Detail (SD 03-002 – Crossovers and Pedestrian Crossings) which can be found online on the Bristol City Council drop kerb page. Any deviation from the standard specification must be approved in writing by the Council prior to any works commencing.
- Existing kerbs shall be removed carefully including existing bedding and backing in order to minimise damage to the existing carriageway.
- The works to construct the vehicle crossover shall not interfere with any drain, culvert, gully, bridge, wall or other structure without the express and specific consent of the Council
- Kerbs shall be laid to a smooth line and level with dropped kerbs having a maximum 25mm upstand at the carriageway edge in accordance with Bristol City Council Standard Detail SD 02-001 to SD 02-005 (Kerbs, Channels and Edgings). These can be found on the Bristol City Council drop kerb page.
- Gradients must not exceed 1 in 12, preferably 1 in 20.
- The design should maximise the area of 'flat' footway to the rear of the footway in order to assist pedestrians who may have a mobility impairment (where space permits).

4. Materials

- The type of materials to be used in constructing the vehicle crossover will be instructed on the Application Form by the Highway Officer.
- Bristol City Council Standard Detail SD 01-007 (Road Construction – Footway Crossovers) illustrates the precise materials and construction method which must generally be used on the new vehicle crossover. This can be found at www.bristol.gov.uk/droppedkerbs. Any deviation must be approved by a Highway Officer.
- For vehicle crossovers in conservation areas or high prestige areas the materials to be used when installing the vehicle crossover will be:

Flexible surfaces and lower layers

- Reinstatement with new materials as per Bristol City Council Standard Details

Kerbstones, paving slabs, pennant stone, etc.

- Re-use of such materials removed as part of the initial excavation where possible (where materials are undamaged); or

- Where existing materials are damaged and cannot be re-used, reinstatement with new like for like materials

- Second-hand kerbstones, paving slabs, pennant stone, etc. may be considered where new materials are difficult to source, providing the second-hand materials blend in well with the existing materials on site and the Council has given prior agreement.

- Reinstatement of lower layers using waste spoil removed as part of the initial excavation will not be allowed under any circumstances (all waste spoil must be recycled or disposed of off-site).
- If there is any doubt on the types of materials to be used as part of the reinstatement, or any deviation required from the above, the advice of the Council should be sought.

5. Miscellaneous

- The term “Council” means Bristol City Council acting as the Highway Authority.
- “Highway” includes the carriageway, footway and any verge adopted by Bristol City Council.
- “Applicant” means the person or organisation for which the vehicle crossover is being installed for.
- “Contractor” means the contractor undertaking the works on behalf of the Applicant.
- “Licence” means a combined licence to make a temporary excavation in the Highway under Section 171 of the Highways Act (1980) and permission for an approved vehicle crossover under Section 184 of the Highways Act (1980).
- “Terms and Conditions” are the terms and conditions referred to under Section 4 of the Guidance and Process document, together with any specific conditions attached to the Application Form.
- Bristol City Council complies with the Data Protection Act 2018. The personal information you have provided will be used to process your request and for no other purpose(s).
- A successful application (where the Highway Officer indicates that Bristol City Council authorises the work specified on the Application Form) will be deemed to form a Licence for a temporary excavation in the Highway and an authorised vehicle crossover under Sections 171 and 184 of the Highways Act (1980).
- Contractors applying for a vehicle crossover on behalf of the Applicant accept joint and several responsibility for any inaccuracies contained within the application form and for ensuring that the Terms and Conditions are complied with, except in such circumstances as the Terms and Conditions apply solely to the ongoing use of the vehicle crossover by the Applicant upon installation of the vehicle crossover compliant with these Terms and Conditions.
- Failure to comply with:
    - the general Terms and Conditions above
    - specific condition(s) added to the signed Application Form by a Highway Officer

may be deemed to be a contravention of the Terms and Conditions of the Licence. In such circumstances the Applicant or Contractor will be responsible for either of the following at their own expense:

- ensuring that the condition(s) are complied with at the earliest opportunity; OR
- removing the vehicle crossover and reinstating the Highway to its original condition (a new application for a temporary excavation in the Highway must be made prior to such works commencing)

If the Applicant or Contractor fails to undertake either of the above actions, Bristol City Council reserves the right to revoke the Licence. Where authority for the Licence has been revoked the Council may:

- remove the vehicle crossover and reinstate the Highway to its original condition; AND
- recover reasonable costs and expenses incurred in undertaking such works from the Applicant or Contractor