

Sefton Council		For further information regarding Dropped Kerbs you can access the web page using the following link https://www.sefton.gov.uk/parking-roads-travel/street-maintenance/dropped-kerbs/				
Vehicle Crossing Pre Application Checklist. You must answer all questions please tick either YES or NO						
Step	Questions	Yes	No	Yes	No	Diagrams
1	Is the depth of the parking area on your property 4.8m or more measured at 90° from the boundary to the front of the property? Is there sufficient width of 2.4m without any obstructions? As per diagram 1a on page 5 of the policy document.	Proceed to step 2.	Sefton Council will only consider on exceptional circumstances an application where less than 4.8m depth is available for parking within the property. Or where there is insufficient unobstructed width of 2.4m. If you do not have this depth and width proceed to step 2.	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is the depth of the parking area on your property 3.0m or more measured at 90° from the boundary to the front of the property? Is there sufficient width of 6.0m without any obstructions? Please Note Policy page 4 Criteria 1b for exceptional circumstances for approval requirements. As per diagram 1b on page 6 of the policy document.	Proceed to step 3.	DO NOT APPLY	<input type="checkbox"/>	<input type="checkbox"/>	
3	It is your responsibility that visibility for emerging vehicles is not restricted by the presence of boundary walls, fence lines, hedgerows etc. Are you satisfied that the parking will not impact the safe means of exit from your property when a vehicle is parked? As per diagram 3 on page 8 of the policy document.	Proceed to step 4.	Requested locations will not be approved unless there is uninterrupted visibility splay of 2.0m x 2.0m, within which, there would be no obstruction to visibility over a height of 1.0m (see Diagram). If No do not apply. DO NOT APPLY	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is the proposed vehicle crossing at least 4.5m away from the back of the footway of the adjacent road junction - as per diagram to the right? As per diagram 4a on page 9 of the policy document.	Proceed to step 5.	DO NOT APPLY	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is the proposed vehicle crossing at least 4.5m away from the back of the footway of the adjacent road junction - as per diagram to the right? As per diagram 4b on page 9 of the policy document.	Proceed to step 6.	DO NOT APPLY	<input type="checkbox"/>	<input type="checkbox"/>	
6	Check if your road is on the classified roads list to determine if you need planning permission? Classified roads list on the Sefton website https://www.sefton.gov.uk/parking-roads-travel/street-maintenance/dropped-kerbs/	Ensure you have all the required permissions before you apply as per section 4.6 of the policy document. Contact Planning on 0345 140 0845. Alternatively you can email planning.department@sefton.gov.uk Sefton pre-application website at https://www.sefton.gov.uk/planning-building-control/apply-for-permission/pre-application-advice-on-development-proposals/ Proceed to step 7.	Proceed to step 7.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
7	Is the proposed vehicle crossing within 1m of a streetlight?	You will need to pay the costs associated with relocation to Sefton Council as part of your vehicle crossing application. Proceed to step 8.	Proceed to step 8.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
8	Are there any Trees on the footway or verge in the vicinity?	If a tree needs to be removed (subject to approval) you will have to pay for this removal and also have to pay for two new trees to be planted in an appropriate place. Proceed to step 9.	Proceed to step 9.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
9	Is the boundary of the proposed vehicular crossing clear of street furniture such as road signs and utility equipment etc?	It may be possible to move the street furniture, but you would have to meet the costs. Please note timescales for this additional work will be extended. Also note if utility equipment requires adjustment the customer is required to organize and pay this direct to the utility in advance. Proceed to pre-application declaration below and provide a location plan	N/A	<input type="checkbox"/>	<input type="checkbox"/>	N/A
PRE APPLICATION DECLARATION						
Please make sure that all questions are answered truthfully and correctly. Note: A £50 upfront (non-refundable) quotation fee is applicable to your application. TO PAY - GO TO: https://www.sefton.gov.uk/miscellaneous-pages/online-services Search for 'Highway Payments' then ensure you select 'Highway Payments - Pay Online for Highway Services' and finally select 'Vehicle Crossings' from the 'Please Select a service to pay' drop-down list.						
I hereby confirm I have read the policy document and that the information provided above is correct and instruct Sefton MBC to provide me with a quotation for a Vehicle Crossing Installation / Adjustment.		NAME			DATE SIGNED	
		*SIGNED				
CONTACT EMAIL	VEHICLE CROSSING INSTALLATION ADDRESS AND CONTACT ADDRESS IF DIFFERENT					
CONTACT PHONE NUMBER						
INTERNAL USE ONLY (REF NO.)						