



**City Services Department**  
Highways Maintenance

Selectapost 6  
Ring Road  
Middleton  
Leeds  
LS10 4AX

**Application Form for a Vehicular Crossing**  
(Highways Act 1980 Section 184)

**Title**

**Tel Number**

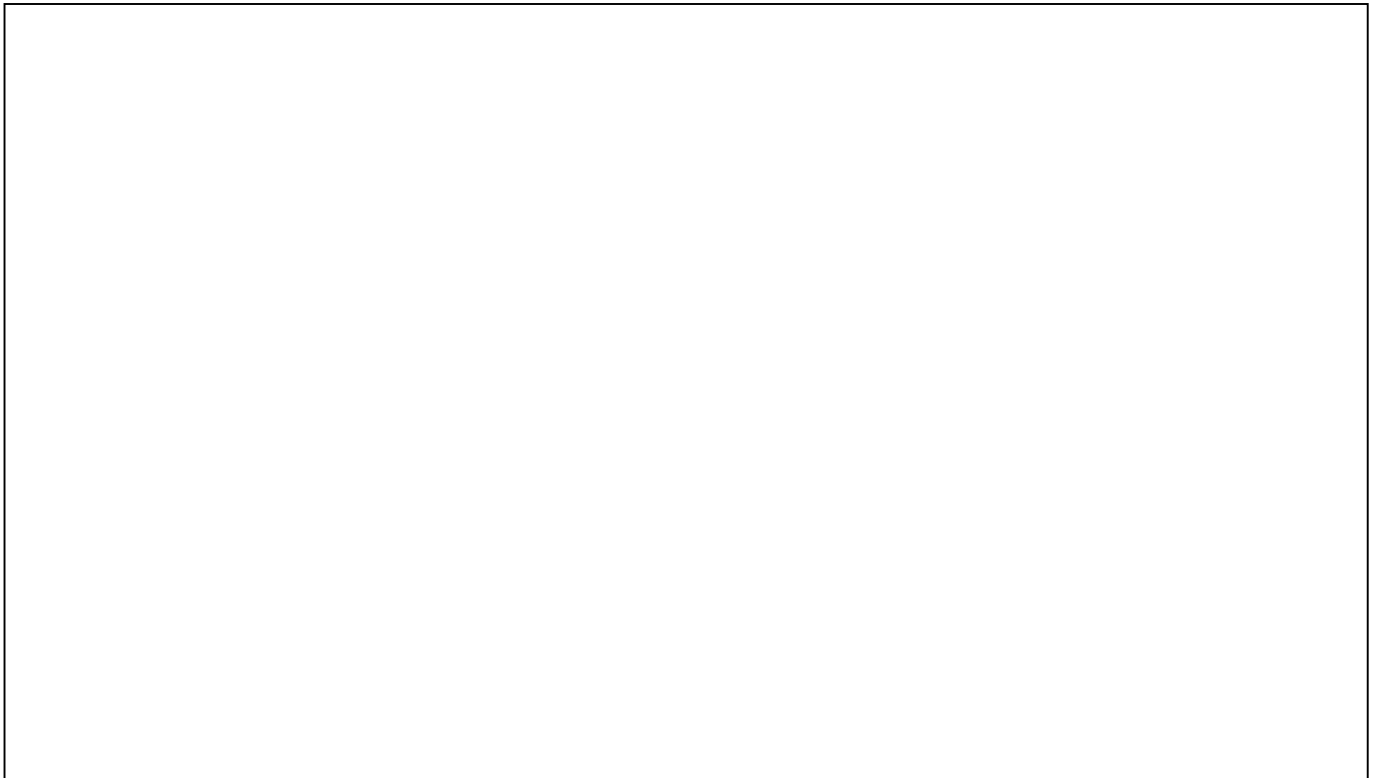
**First Name**

**Surname**

**Address**

**Address of proposed vehicular crossing if different from above**

**Sketch rough plan of location of proposed crossing in relation to your property and the road:**



**Permissions**

(delete if N/A to your application)

- **My property is council or ex-council stock and I attach a copy of permission from my local housing manager**
- **I have rung the Planning Office on 0113 2478000 and they have informed me I require Planning permission. I will forward a copy of permission from the Planning Office to Highways Maintenance (address at top of this application form) when I receive it.**
- **I have enclosed a copy of any planning permissions which have already been granted prior to this application.**

**I enclose a cheque for £15 made payable to Leeds City Council.**  
(The £15 covers administration and site inspection by Highways Officers)

**Signed**

**Date**

## Guidance Notes

***It is advised that you satisfy yourself that you have considered the following requirements before posting your application form:***

- If there are any planning covenants associated with your properties garden or boundary walls, you must inform the local planning officer of your intended works.
- If your property is in a conservation area you must inform the local planning officer of your intended works.
- If your new vehicle access adjoins a classified road (i.e. A, B or C road or is likely to pass over a non-highway verge (for example any verge that is not situated between the road and the footway), you will require planning consent from your local planning officer.
- *The Planning Office call centre can be contacted on 0113 2478000*
- If the property is council owned or ex-council stock you must obtain permission from the local Leeds City Council housing manager of your intended works.
- If your proposed access point is obstructed by a Street Lamp, BT Columns or Street Sign's you will be subject to a charge for their relocation.
- There should be at least five metres of parking space within your boundary to prevent vehicles overhanging the highway/footway when parked.

## General Info

Leeds City Council does not undertake construction of vehicular crossings.

If you receive permission from Leeds City Council to construct a crossing, you will need to find a contractor to build it. A good place to start is in the Yellow Pages under the heading "Paving Services". The price for the work is between you and the contractor, however a standard vehicular crossing should cost well under £1000.

Leeds City Council will inspect the work undertaken by a contractor.

Payment should not be made to a contractor until Leeds City Council has given notice that the constructed crossing meets Leeds City Council specifications.

Leeds City Council, as Highway Authority for highway matters, reserves the right to refuse any application for a vehicular crossing/access over a public highway.