

Application to construct a vehicular access (Footway/Verge crossing)

Highways Act 1980 - Section 184

Fee* £202

Please send the completed form to Highwaysassetmanagement@westberks.gov.uk



West Berkshire
C O U N C I L

Environment Department, West Berkshire District
Council, Market Street Newbury RG14 5LD
Tel: 01635 551111

Please read our Guidance Notes & Frequently Asked Questions before completing the application form .

1. Details of applicant (for correspondence)

Name: Owner Tenant
Address & Postcode:
Telephone No (Daytime):
Email Address:

2. Location details of proposed access

Property Owner (if the Tenant):
Property Number / Name:
Road / Street:
Town: Post Code
Road Classification: **A,** **B,** **C,** **D,** **Unclassified**
Do you already have a legal vehicle access to the property? Yes No
If "Yes" is your application to improve an existing access? Yes No
Or is your application to provide an additional access? Yes No
If "Yes" state the reason for additional access:
Do you require planning permission to have an access to the above? Yes No
If onto a classified road please state the approved Planning Application Number:
Have you in the last 5 years applied for, or gained planning permission for works within the property? Yes No
Is this vehicular access application required in connection with the planning permission? Yes No
Is the access intended for domestic or industrial (heavy duty) use?

3. Construction information

Please provide a detailed sketch showing the layout and position of the proposed access.
Show street lighting columns, manholes, watercourses and other similar obstructions on the sketch.
What material will be used to construct the proposed drive? (Concrete, Tarmac, Block Paving, Gravel)
Please give details

Signature of Property Owner(s) Date

What happens next:

An Officer will visit the site and undertake a technical assessment.

If the application is successful and approved, you will receive a letter notifying you with a request to make payment of £202 using our online payment facility. *Fee correct as of 1/4/2026, and will be reviewed on 1 April each year. Applications received after 1 April using a previous years form will attract the current fee.

Should your application be unsuccessful and not approved, you will receive a letter detailing the grounds for refusal.

Your application may take up to 6 weeks to process

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1. Planning Considerations.

If you wish to create an access to a property from a classified road (A, B or C Road) Planning approval will be required, prior to the submission of a Vehicular Access Application. Should you require confirmation of whether a road is classified, please contact Asset Management on 01635 519111.

For information on how to make a Planning Application please contact the Council's Planning department on 01635 519111.

If the proposed access already forms part of an approved Planning Application or is being carried out in connection with other permitted development work, additional Planning approval is not required. Consent for the new access will be required from Highways & Transport via the submission of a Vehicular Access Application.

2. Highway Considerations.

All applications must comply with Council policy in order to gain consent for a vehicle access under Section 184 of the Highways Act 1980 (S184 Consent). The construction of an access without S184 Consent would constitute a breach of the Highways Act 1980 and in such circumstances, the Council may take action to close the access and recover its costs from the owner/applicant.

3. The owner/applicant should allow 6 weeks for the processing of an application.

4. Access Construction Details - Please refer to Standard Drawing SD/1100/18 Vehicle Access Construction Details

5. Applications shall be accompanied by a plan and sufficient drawings to precisely locate the site and indicate the layout of the proposed access.

6. Layout Requirements.

Please refer to Standard Drawing SD/1100/18 for construction details and SD/1100/19 for geometry details.

Off-highway parking distances and widths measured off the highway/property boundary.

	With Garage*	Without Garage*
	Absolute Minimum	Absolute Minimum
Parking Width	2.4m	2.4m
Parking Distance	5.5m	4.8m

*The above dimensions are measured perpendicular to the highway/property boundary to the nearest point of the building or garage fronting the proposed access (see Drg No SD/1100/19)

Sight Lines

Sight line distance shall be measured along the carriageway edge from a point 2.4 metres back from the edge of carriageway on the centreline of the proposed access.

Speed Limit of Road (mph)	60	50	40	30	20
Sight Line Distance in both directions (m)	215	160	120	43	25

7. Where the private driveway is to be constructed using gravel or similar loose material, a suitable upstand or protective strip shall be provided behind the highway/property boundary to retain the material and prevent it from encroaching on to the highway.

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8. Wherever possible, the access will be constructed using materials that are in keeping with its surroundings. For example, where granite setts are present, granite setts or man-made equivalents will be used to form the access.
9. Where the private driveway falls towards the highway, the owner/applicant shall ensure that the parking area is constructed using suitable porous, free draining materials in accordance with the Town & Country Planning Act (General Permitted Development). Planning permission is not required if permeable materials are used however if impermeable materials are used, planning permission will be required before any work can take place. Where appropriate, the owner/applicant shall also provide drainage within the property boundary to prevent surface water from being deposited on the Public Highway. Consent for an access will not be considered until such work has been completed.
10. You will need to appoint a private contractor to do the works. The Council's Term Contractor (Volker Highways) can provide a quote for works, they can be contacted directly on 01635 248256 or at wbc.businesssupport@volkerhighways.co.uk. Should you wish to appoint an alternative private contractor, you may wish to use the Government's Buy With Confidence website to find a suitable contractor.

The contractor you appoint must:

- hold £5m public liability insurance and indemnify both the applicant and West Berkshire Council on an appropriate certificate.
- have operatives and supervisors who are trained and accredited to the requirements of the Codes of Practice under the New Roads and Street Works Act 1991.
- obtain a Section 171 Licence to excavate the highway. More information on this process can be found on our website.
- determine whether there is public utility apparatus that may need relocating or protecting. If this is the case the contractor should contact the relevant public utility company.

Before your contractor starts work you should see evidence that they have an approved Section 171 Road Opening Licence. Work done under a Road Opening Licence is covered by the contractor for a maintenance period of 2 years.

It is your responsibility to ensure that your chosen contractor has received this approval. If your chosen contractor undertakes the works without a Section 171 Road Opening Licence, West Berkshire Council will not be able to provide you with the evidence of legality for your vehicle crossing.

The owner/applicant shall give the Council 10 days notice of their intent to start work on the public highway. Failure to comply with this requirement would constitute a breach of the Traffic Management Act 2004 and may result in closure of the site.

On the satisfactory completion of the works, a Letter of Consent will be issued to the owner/applicant. Where an access fails to meet the Council's standards, the owner/applicant will be notified in writing and requested to carry out remedial works at their expense. Only on the satisfactory completion of these repairs will the Letter of Consent be issued. Should the owner/applicant fail to undertake these works within 28 days of the notification date, The Council will undertake the repairs and recover its costs from the owner/applicant.

11. The cost for providing the above services is £202.00 and payment will be requested if your application is successful.

West Berkshire Council - Application for a Vehicle Access

Frequently Asked Questions

Q1. Am I entitled to a vehicle access?

Under Section 184 of the Highways Act 1980, a person may make a request to the Council as the Highway Authority for constructing a vehicle access over a footway, verge in the highway.

Q2 If I already have a vehicle access, can I apply for a second access?

Yes, if the proposed access is on the same road as your postal address.

Q3 If I do not have an existing access to the property, will Planning Approval be required?

If the road you wish to access is classified (A, B or C) planning approval will be required prior to making a vehicle access application. The classification of the road can be found on the Council's Online Map. The planning service may be contacted directly on 01635 519111 should you require any further planning related information.

Q4 If Planning Approval is granted, am I required to submit a vehicle access application to the Highways Department?

Yes, except when the proposed access forms part of a larger development for which planning consent has been granted.

Q5. Will consent be granted?

Consent is normally granted if the application complies in full with the Council's standards, specifications and conditions.

Q6 How do I apply for a vehicle access?

When requested, the Council will provide a vehicle access application pack which contains an application form and guidance notes.

Q7 Are there any fees to pay?

The Council charges £202.00 to process the application. This charge covers:~

- Site Inspection
- Issue of Licence

If it is established at the technical assessment stage that consent cannot be granted.

The application will be refused and a letter detailing the grounds for refusal will be issued to the applicant.

Q8 How long will an access application take to process?

On receipt of the completed application form and following approval (subject to no planning conditions or other restrictions) your application will take approximately 6 weeks to process

Q9 Who can construct the access?

You as the applicant will need to arrange for a private contractor to undertake the construction work subject to the following.

- The contractor must have third party indemnity insurance to the minimum value of £5 million. A copy of the Contractor's insurance certificate must be provided to the Council's streetworks team prior to work commencing on site.
- Operatives on site must hold NRSWA Accreditation to work on the highway. Copies of their certificates must be provided by the contractor to the Council's streetworks team before work commences on site.
- Formal approval is obtained following submission of a Streetworks permit and coordination of the start date with other utility companies.

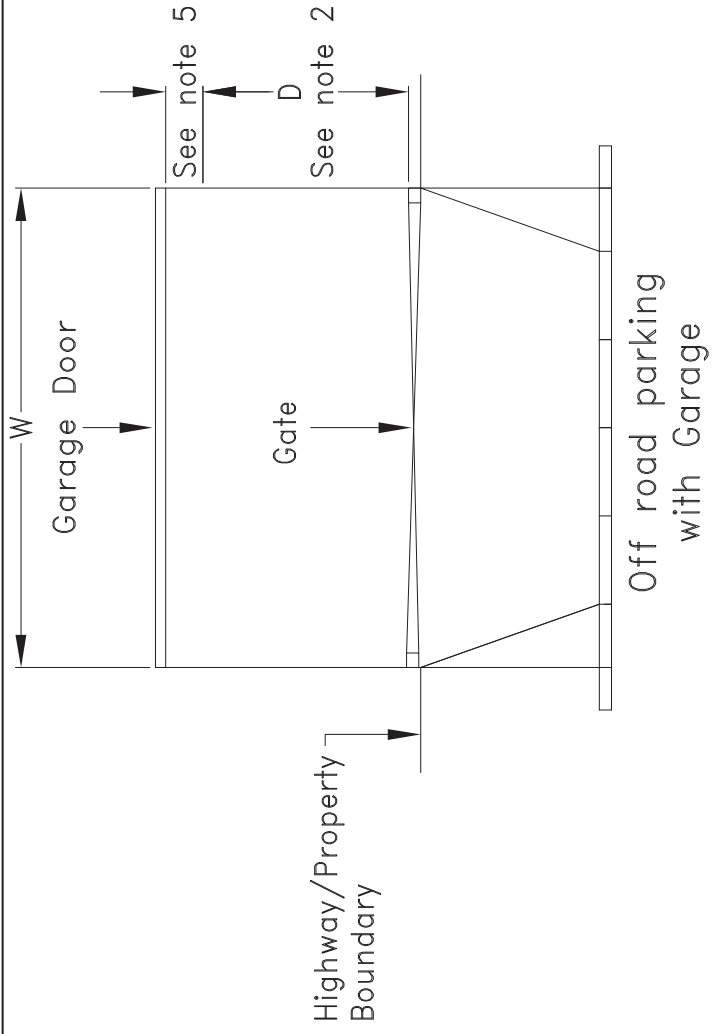
(Updated April 2026)

Notes

1. All dimensions are in millimetres.
2. The minimum available Distance 'D' between the Garage door and the Highway/Property boundary may be reduced from 6M to 5.5M if a vertical sliding Garage door is used
3. Refer to Standard Detail SD/1100/18 for construction details.
4. For crossfalls see standard detail drawing SD/1100/18
5. Additional space required to open up + over garage door

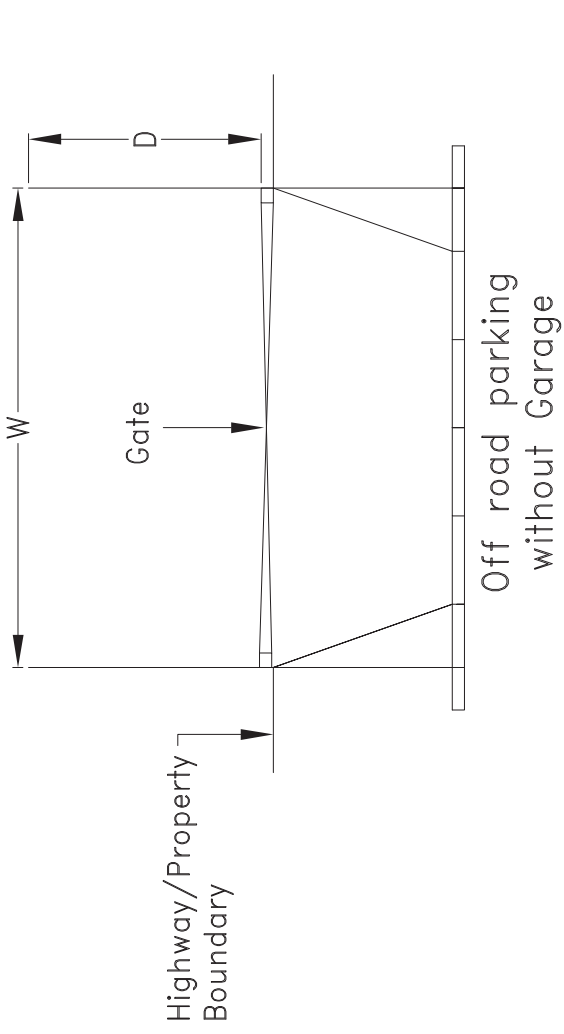
Off highway parking with Garage

	Desirable	Absolute Minimum
W	3.2M	2.6M
D	6M	5.5M



Off highway parking without Garage

	Desirable	Absolute Minimum
W	3.0M	2.4M
D	5.6M	4.8m



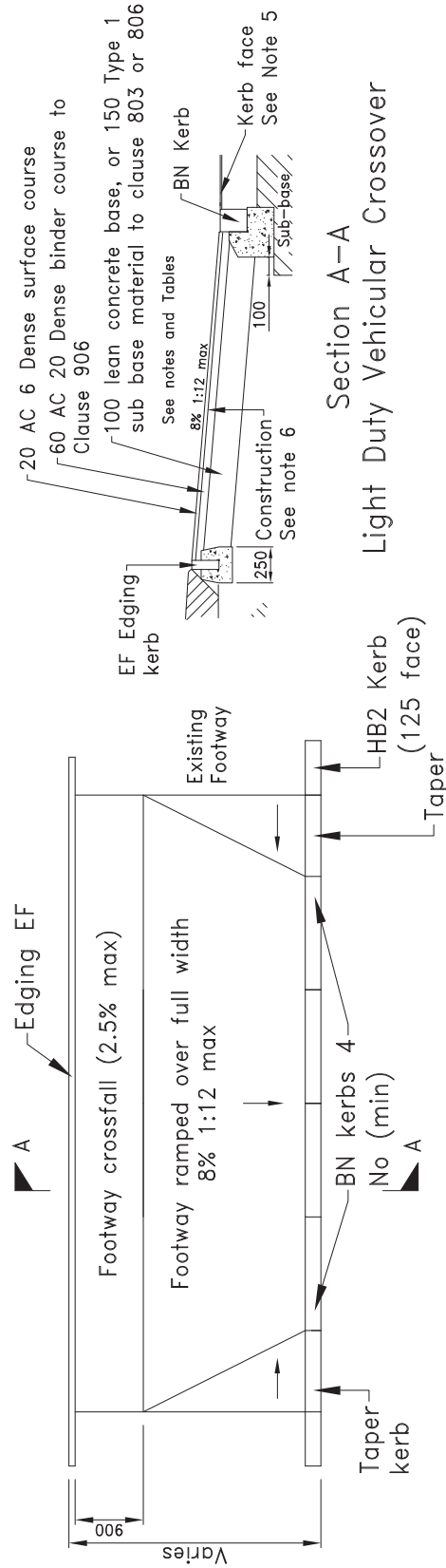
STANDARD DRAWINGS

Vehicular Access Geometry

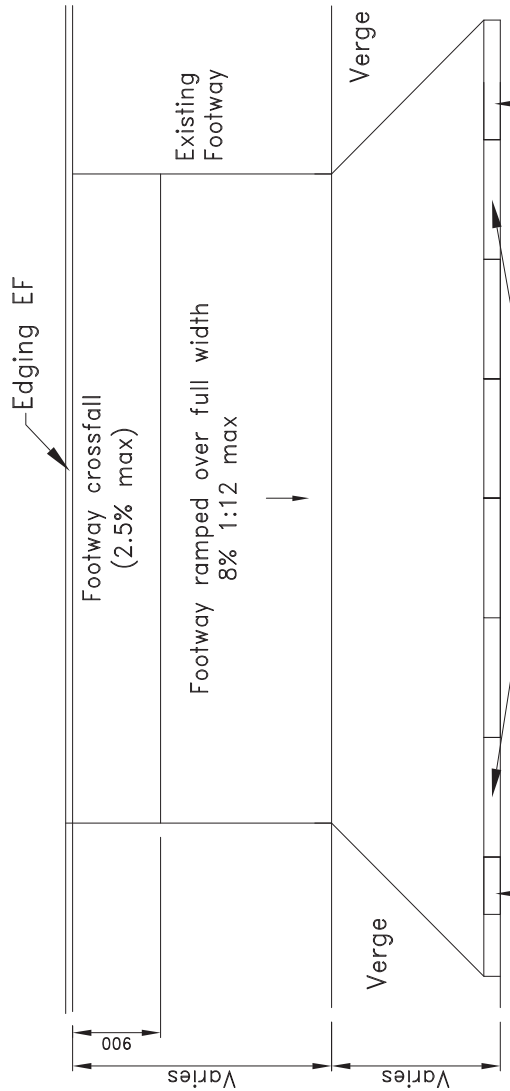
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Drawing No.		SD/1100/19	

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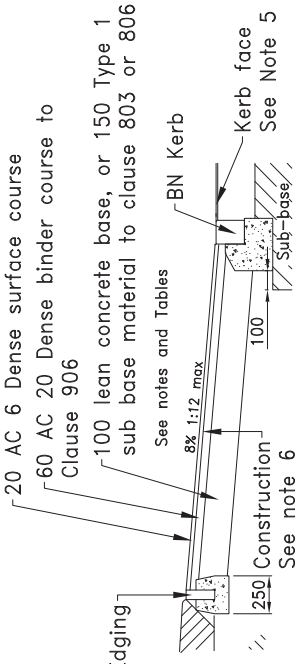




PLAN
Vehicular Crossover without Verge



PLAN
Vehicular Crossover with Verge



Section A-A
Light Duty Vehicular Crossover

LIGHT DUTY FOOTWAY/FOOTPATH DOMESTIC VEHICULAR CROSSOVER

20 AC 6 Dense surface course
60 AC 20 Dense binder course to Clause 906
Type 1 - sub base material to Clause 803
(See table 1.1 and note 9)

Table 1.1

Sub Base	225	150	150
Subgrade*	≤ 2%	≤ 5%	> 5%

HEAVY DUTY FOOTWAY/CROSSOVER AND HEAVY VEHICLE OVERUN

25 AC 6 Dense surface course
90 AC 20 Dense binder course to Clause 906
Type 1 sub-base material to Clause 803
(See table 1.2 and note 9)

HEAVY DUTY RURAL CROSSOVER

150 unreinforced air-entrained concrete C32/40 to BS EN 13877 and BS 8500
Type 1 sub-base material to Clause 803.
(See table 1.2 and note 9)

Table 1.2

Sub Base	365	270	210	165	150
Subgrade*	≤ 2%	≤ 3%	≤ 4%	≤ 5%	> 5%

* It may be necessary to stabilise subgrade or replace with granular capping if CBR < 2%

Notes

- All dimensions are in millimetres.
- All kerbs to BS EN 1340:2003
- Kerbing details to be as shown on drawing SD/1100/1 except where modified by this drawing.
- Kerb faces:
Half batter kerbs – HB2 125
Splay kerbs – SP100
- Crossing points shall be constructed as shown in section A-A. Construction thickness shall be increased at vehicular crossing points, see Tables
Kerb faces shall be:
Vehicular 20 Tolerance + or - 6
- Taper kerbs are required at changes in kerb face at crossing points.
- Edging kerbs shall be provided on all free edges of paved areas not confined by a kerb or boundary wall.
- Vertical alignment of back edging shall be maintained at crossing points and the crossing graded from edging to carriageway level.
- Asphaltic concrete shall comply with BS 594987, Sub-base shall be to Clause 803 or 806 Asphaltic planings to the approval of the overseeing organisation may be used
- All soft spots and organic material must be removed before construction.
- An approved residual weedkiller which does not contain Atrazine or Simazine must be applied to all formations.
- Verge areas shall have a 150 covering of topsoil spread 25 above top of kerb or edging to allow for settlement and shall be seeded in accordance with the Specification
- Existing verges adjacent to new kerbing must be regraded and seeded.
- Alternative designs incorporating flags and paviments shall be to the approval of the overseeing organisation
- Minimum number of full kerbs = 4 BN

Drawn	J.F	Date	JUNE 2015
Checked	BS	Scale	NOT TO SCALE
Drawing No.		SD/1100/18	

STANDARD DRAWINGS

Vehicular Access Construction Details

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Drawing title