

# DROPPED CROSSING (Section 184, Highways Act 1980) APPLICATION CONDITIONS

## BCP Council

Environmental Services, Hatch Pond Depot, Hatch Pond Road, Poole, BH17 7LQ  
Telephone: 01202 261700 E-mail: [droppedcrossings@bcpcouncil.gov.uk](mailto:droppedcrossings@bcpcouncil.gov.uk)



### CONDITIONS

These Conditions should be read before applying for a Dropped Crossing, please remember it is an offence to carry out any works on the highway before first obtaining written permission from the Highway Authority (BCP Council).

1. The construction of a dropped crossing serving a property gives the occupier rights to drive across the footway to gain access to the property. The crossing itself continues to form part of the highway and as such will be owned and maintained by BCP Council.
2. A dropped crossing is needed to prevent damage to the footway; if you drive across the footway without providing an approved dropped crossing the Council has powers to build one and recover the cost from the householder.
3. It may be necessary to obtain planning permission to gain access from a main road or to be able to park a vehicle within the curtilage of a property. It is the applicant's responsibility to obtain necessary approval from the Planning authority, together with obtaining permission of any Housing Association that may be involved with the property, before applying for a dropped crossing. Details of such permissions should be included on the Dropped Crossing Application Form associated with these Conditions.
4. The works to the highway to construct the dropped crossing must be carried out by an accredited contractor. BCP Council are unable to recommend contractors but would suggest an applicant looks at [www.buywithconfidence.gov.uk](http://www.buywithconfidence.gov.uk) where businesses have been approved by Trading Standards.
5. Once you have chosen your contractor a Section 171 Licence must be obtained from BCP Council. This allows contractors to work on the highway to construct the approved dropped crossing and must also be signed by the applicant. If you choose BCP Council to carry out your works this will be dealt with internally.
6. There will be additional costs incurred by the applicant if street furniture or parking restrictions need amending or moving. These costs will be set out on the approval of the dropped crossing.
7. Where a new dropped crossing will leave less than two full height kerbs to a neighbouring crossing, these will also need to be dropped at the cost of the applicant.
8. Where a new dropped crossing is replacing an adjacent existing dropped crossing, the redundant crossing will need to be put back to the original height at the cost of the applicant.
9. Permission will normally only be granted for a standard size dropped crossing of three drops and two tapered kerb stone, in exceptional circumstances this may be extended to 5 drops plus tapers.
10. Permission will only be given for a dropped crossing where the Council's parking guidelines specifying the size of a standard residential parking space (currently 2.4m x 4.8m) and the maneuvering requirements to safely use it are met. The normal maneuvering requirements referred to relate to an additional 1.2m length for spaces parallel to the kerb.
11. Any parking area created within the property must be suitably drained so that water does not discharge from it across the footway.
12. The use of gravel or other unbound material is not recommended adjacent to the highway as loose material can carry onto the footway, creating a possible danger to other users.
13. If gates are fitted across the vehicle entrance they must not open outwards across the footway.
14. Work to remove any existing boundary wall, fence or shrubbery to create an access must be completed before works can commence on the highway.
15. Once an application is submitted the application fee is non refundable. For current fees please see Scale of Charges overleaf.

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## DROPPED CROSSING PROCESS

Once you have submitted your dropped crossing application a Council Officer will carry out an assessment and a decision will be made to approve or decline the dropped crossing within approximately 4 weeks.

If the dropped crossing is approved a letter will be sent to the applicant confirming this, together with a quote for BCP Council to carry out the works. The applicant may then choose to have BCP Council carry out the works, alternatively an accredited contractor may be appointed by the applicant. If BCP Council is not carrying out the works a Section 171 Licence must be obtained before any works commence.

The cost of moving street furniture and/or parking restrictions will be contained in the approval letter and fall outside of any quote received for the installation of the dropped crossing.

If the application is declined a letter will be sent explaining the reasons for this. Unfortunately the fee cannot be refunded.

## USEFUL PHONE NUMBERS

<b>BCP Council</b> For all dropped crossing <b>application</b> enquiries	<b>01202 261700</b>
<b>BCP Council</b> For enquiries regarding <b>quotes</b> to carry out the works	<b>01202 262224</b>
<b>Poole Housing Partnership</b> For houses owned by PHP	<b>01202 633800</b>
<b>Corporate Estates</b> For permission to alter houses previously owned by the Council	<b>01202 261233</b>
<b>Planning and Regeneration Services</b> For planning permission enquiries	<b>01202 633321</b>

## SCALE OF CHARGES

All charges are non-refundable once this application has been submitted (see Condition 15 overleaf).

Type of Application	Licence Charge
<b>Dropped Crossing Application – Payable on Application</b>	<b>£ 95</b>
Movement of Street Furniture, Parking Restrictions etc	£ on application
Section 171 Licence	£300