

**APPLICATION TO CREATE OR ALTER A VEHICULAR ACCESS**

**(DROPPED KERB)**

***PLEASE NOTE: This application is for accesses serving one or two neighbouring residential properties only.*** If your application is for a commercial or agricultural access, or serving three or more dwellings, you will instead need to apply for a Minor Works Licence. For more information visit this link:

<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/application-for-works-licence/>

What type of application is this for? *(Refer to Dropped Kerb Criteria for guidance)*

**Pre-Application Advice (£200) Full Application (£400)**

1. Applicant details

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Town |  | Postcode |  |
| Telephone no. |  | Mobile no. |  |
| Email address |  |

1. Location of intended vehicular access if different to above

|  |  |
| --- | --- |
| Address |  |
| Town |  | Postcode |  |

1. Owner of property, if different from above

We will need the owner’s signed permission. There is a space for this at the end of the form.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Town |  | Postcode |  |
| Telephone no. |  | Mobile no. |  |
| Email address |  |

|  |  |  |
| --- | --- | --- |
| 1. Does the proposed work require planning permission?
 | Yes | No |
|  ***Note: If yes, please provide Planning Reference:***  |
|  |

|  |  |  |
| --- | --- | --- |
| 1. Are any watercourses or ditches affected by your proposals?

***Note: If Yes, you must supply evidence of agreement from Suffolk County Council’s Floods and Water Management Team.*** | Yes | No |

|  |  |  |
| --- | --- | --- |
| 1. Are any trees affected by your proposals?

***Note: If Yes, you must supply evidence of agreement from your District or Borough Council’s Arboricultural Officer.*** | Yes | No |

|  |  |
| --- | --- |
| 1. To complete your application please complete Appendix A **(Key Dimensions)**
 |  |

**Signatures**

|  |  |  |
| --- | --- | --- |
| **Applicant** | **Property Owner, if other (or written confirmation)** | **Neighbouring Owner** **(If applying for new shared access)** |
| Print Name: | Print Name: | Print Name: |
| Signed: | Signed: | Signed: |
| Date: | Date: | Date: |

This completed application should be emailed to dropped.kerbs@suffolkhighways.org or posted to:

**Dropped Kerbs**

**Phoenix House**

**3** **Goddard Road**

**Ipswich**

**IP1 5NP**



|  |  |  |  |
| --- | --- | --- | --- |
| A | Depth of parking space available |  | metres |
| B | Width of parking space available |  | metres |
| C | Proposed width of access at back of footway/verge |  | metres |
| D | Distance to neighbour’s access on the left |  | metres |
| E | Proposed width of access at carriageway |  | metres |
| F | Distance to neighbour’s access on the right |  | metres |
| G | Distance to junction on the left |  | metres |
| H | Distance to junction on the right |  | metres |
| Additional comments: |