

How to apply

If planning permission is needed, contact Planning and Regeneration Services at the address below. They will send you copies of the application form and advise you what the application fee will be. You should enquire at this stage if there are likely to be any difficulties with your application.

Send the completed application forms, together with the correct fee, to the address below. Each form must be accompanied by a site plan and a copy of the drawings showing the works you propose to carry out, preferably to a scale of 1:200.

Planning permission will only be granted after all statutory consultations have been carried out (including neighbours) and any letters of objection have been considered. If permission is refused, you have a right of appeal through the Planning Inspectorate.

Once planning permission is granted

Having obtained planning permission for a new vehicle access, it is necessary to gain approval for any works within the public highway. Depending on the location, this may involve such work as lowering a kerb, strengthening a footway, paving over a verge, moving an item of street furniture, taking out a tree or piping a ditch.

In all cases, it is necessary to seek the advice and approval of the Gravesham Highway Unit **before commencing work.**

- The Highway Unit will send an inspector to meet you and advise what needs to be done. Normally, you will have to meet all the costs of this work.
- You will be given a list of contractors approved to carry out this work, from which you can obtain quotations and select one.
- The council will need to serve notice on the public utility companies to verify that no underground services will not be affected.
- A further fee will be required to cover this process.

Need this information in a different language or format?

Contact Customer Services -
 telephone 01474 33 70 00
 fax 01474 33 76 80
 minicom 01474 33 76 17
 email customer.services
 @gravesham.gov.uk

These notes are for guidance only.
 For further advice please contact:
 Planning and Regeneration Services,
 Civic Centre, Windmill Street,
 Gravesend, Kent. DA12 1AU
 telephone 01474 33 73 97
 email planning.general@gravesham.gov.uk
 fax 01474 33 79 42
 website www.gravesham.gov.uk

Vehicle Accesses on Classified Highways

Planning Guidance Note 6

Introduction

This leaflet is aimed at residents and businesses who wish to provide or increase the amount of parking within their private property. In certain cases, it is necessary to obtain planning permission before paving over a front garden or creating a hard-standing specifically for the purpose of parking a vehicle off the road. The Borough Council will only support such proposals if they can be achieved safely and without detriment to the character of the area.

When planning permission is needed

Planning permission is required to form a new vehicle access, or to significantly change an existing access, where the property accesses onto a classified road (A, B or C class). A list of these roads is available with this leaflet

The formation of a residential access to an unclassified road is normally classified as "permitted development" & does not require planning permission. However, you are advised to contact Planning and Regeneration Services if any of the following apply :-

- (a) the proposed access crosses land which is not part of the residential curtilage owned by the applicant or some other "change of use" is involved;
- (b) the proposed works include paving more than 5 metres sq of the forecourt in non-porous materials;
- (c) the creation of an access requires significant engineering works, such as changes to ground levels or building of structures;
- (d) the creation of the parking space affects a Listed Building, a Conservation Area or requires the removal of trees which are the subject of tree preservation orders (TPO's);
- (e) other development is taking place which requires the access; or the site is already subject to a planning condition restricting the creation of access or parking spaces.

In all cases where a new access is made onto the public highway, the approval of the highway authority is required. Kent Highway Services has a set procedure for dealing with applications for new crossovers - phone 08458 247 800 for further information.

Matters considered

There are two types of classified road covered by this advice. A list is available with this leaflet. If your property falls within either of these schedules, you will need to obtain planning permission before forming a new access.

Schedule 1 covers all trunk roads, primary and district distributor routes (A and B

roads) and those local distributor routes which fall partly or wholly outside a 30mph speed limit.

Schedule 2 covers other local distributors (C roads) within a 30mph speed limit. Should you have any doubts about which category a section of road falls within, please phone 01474 33 70 00 for clarification.

Each application will be considered on its individual merits, but certain standards will apply throughout:-

- there should be a minimum depth of 5.0 metres available from the rear edge of the highway or path, to ensure a car can be parked wholly off the road (increased to 5.5 metres where the driveway leads to a garage door);
- visibility splays should be provided appropriate to the class of road and the speed of passing traffic. Typical standards are 2 x 2 metres (measured along back of footway) for pedestrians and 2 x 45 metres (measured along kerblines) for vehicles. Where these cannot be provided within the applicant's land-holding, the agreement of a neighbouring landowner may be required to comply;
- there should be sufficient width on the public road to ensure that vehicles may turn in and out safely with no lateral damage or over-running of verges or private property;

- excessive gradients which would cause dangers to road users in wet/icy conditions should be avoided;
- the access should not create a hazard by virtue of its close proximity to other entrances, road junctions, pedestrian crossings and traffic islands;
- in conservation areas and in the grounds of listed buildings, there will be a presumption against paving over the entire forecourt for the benefit of parking. New proposals should seek to retain at least half of the garden as soft landscaping.

On **Schedule 1 roads**, the following additional considerations apply:-

- where an alternative means of vehicle access can be provided which does not affect the main road, a new access to the classified road will normally be refused;
- all applications will be expected to show on-site turning space - typically, this will require a minimum forecourt area of 7.5 metres width and 8 metres depth;
- exceptional circumstances will be needed to justify the creation of more than one means of access to a single residential property;
- all new entrances will have to have full sight-lines appropriate to the speed of passing traffic and all reasonable steps should be taken to design out any hazards arising from this access. This may entail further work in the highway.

Schedule 1

Albert Place, Gravesend
 Barrack Row, Gravesend
 Bath Street, Gravesend
 Berkley Crescent, Gravesend
 Brewer's Road, Shorne
 Broad Ditch Road, Northfleet
 Clive Road, Gravesend
 Crooked Lane, Gravesend
 Darnley Rd (Bath St-Pelham Rd), G'send
 Dean Lane, Luddesdown
 Dean Road, Luddesdown
 Dover Road, Northfleet
 Dover Road East, Northfleet
 East Milton Road, Gravesend
 Gore Green Road, Higham
 Gravesend Road, Culverstone
 Gravesend Road, Shorne-Higham
 Hall Rd (Boundary-Springhead Rd) N'fleet
 Harmer Street, Gravesend
 Harvel Lane, Harvel
 Harvel Road, Harvel
 Henhurst Road, Cobham
 Hever Court Road, Gravesend
 High Street, Northfleet
 High Street, Gravesend
 Lillechurch Road, Higham
 London Road, Northfleet
 Longfield Road, Meopham
 Lord Street, Gravesend
 Lower Rochester Road (School Lane-eastern limit), Higham
 Luddesdown Road, Luddesdown
 Milton Road, Gravesend
 New Road, Gravesend
 Oakenden Road, Luddesdown

Old Road East, Gravesend
 Old Road West, Gravesend
 Overcliffe, Gravesend
 Parrock Street, (Milton Rd-Lord St), G'send
 Pelham Road, Gravesend
 Rochester Road, Gravesend-Higham
 School Lane, Higham
 Springhead Road (Hall Rd-Thames Way)
 Stone Street (Albert Pl-Clive Rd), G'send
 Stonebridge Road, Northfleet
 Thames Way (Stonebridge Rd-Overcliffe)
 The Hill, Northfleet
 The Terrace (Crooked Lane-Harmer St)
 Town Road, Higham
 Two Gates Hill, Higham
 Valley Drive, Gravesend
 Wainscott By-pass
 Warren Road, Luddesdown
 West St (Bath St-Crooked Lane), G'send
 Whitehorse Lane, Harvel
 Windmill St (Lord St-Albert Pl), G'send
 Wrotham Rd (Gravesend-Culverstone)

Schedule 2

Camer Road, Meopham*
 Chalk Road, Higham*
 Cobhambury Road, Cobham*
 Coldharbour Road, Northfleet
 Cross Lane East, Gravesend
 Cross Lane West, Gravesend
 Downs Rd (Upper Ave-Broad Ditch Rd)
 Earl Road, Northfleet
 Forge Lane, Higham
 Forge Lane, Shorne*
 Foxendown Lane, Meopham*
 Green Lane, Meopham*

Halfpence Lane, Cobham*
 Hall Rd (Coldharbour Rd-Springhead Rd)
 Hermitage Road, Higham*
 Istead Rise, Northfleet
 Jeskyns Road, Cobham*
 Lower Higham Rd, Higham*
 Lower Road, Higham*
 New House Lane, Northfleet
 Old Perry Street, Northfleet
 Parrock Road, Gravesend
 Parrock St (Lord St-Parrock Rd), G'send
 Pear Tree Lane, Shorne*
 Pelham Road, Gravesend
 Perry Street, Northfleet
 Singlewell Road, Gravesend*
 Sole Street, Cobham*
 Springhead Rd (Thames Way-The Hill)
 Tanyard Hill, Shorne
 Thames Way (Overcliffe-West St), G'send
 The Ridgeway, Shorne*
 The Street, Cobham
 The Street, Meopham
 The Street, Shorne
 Thong Lane, Gravesend*
 Upper Avenue, Northfleet
 Vale Road, Northfleet
 Villa Road, Higham
 West Street (Thames Way-Bath St), G'send
 Whitehill Lane, Gravesend
 Whitehill Road, Gravesend
 Whitehill Road, Meopham*
 Windmill Street (Lord St-Singlewell Rd)

* Parts of street marked thus, where speed limit is 40mph or higher, fall into **Schedule 1**.