

# HOW TO APPLY FOR PLANNING PERMISSION FOR A NEW VEHICULAR ACCESS POINT (A DROPPED KERB)

January 2025

## **Foreword:**

*Finding space to safely park a vehicle near a home address or a business can often be challenging if nearby roads are heavily congested or have high speed limits. Often a solution to this problem is to drop the kerb to create a new vehicular access point to allow you to park your vehicle off of the road. The Council will, where possible, support residents who wish to undertake works of this kind, but such request must be attained through a careful examination of the unique circumstances surrounding each individual 'kerb drop' and the associated new parking areas. This document is designed to support applicants as they navigate the somewhat complex process required to formally attain permissions to drop a kerb. It is designed to cover all the common and less common problems encountered by applicants. It contains useful tips and links to external bodies and the various council departments to aid the process of obtaining planning permission.*

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## 1- Do I need planning permission?

If the vehicular crossing will involve access on to and from a classified road, it will require planning permission. A classified road is a main or trunk road. Our customer contact centre will be able to advise you of this. Please call them on **01454 868004**.

If other types of works as well as the new access are proposed, planning permission may be required.

For example:

- The erection of walls, fences or gates which are over 1 metre in height which front towards the highway;
- Demolition of a wall or part of a wall within a Conservation Area<sup>1</sup>;
- Creation of a large impermeable area of hardstanding; or,
- The use of loose gravel to form a parking area next to a public highway.

If you do not require planning permission, you will still require licensing control from the highway authority. You can find out more about this by calling the contact centre on **01454 868004**.

## 2-How do I apply for planning permission?

You can apply online via the planning portal.

Apply online here: <https://www.planningportal.co.uk/>

If you wish to apply by paper, you can download a blank application form from the planning portal and drop it off at one of South Gloucestershire Council's One Stop Shops or post it directly to:

Strategic Planning, South Gloucestershire Council, Department For Place, PO Box 1954, Bristol, BS37 0DD

Blank Paper Forms can be downloaded here

[https://www.planningportal.co.uk/info/200126/applications/61/paper\\_forms](https://www.planningportal.co.uk/info/200126/applications/61/paper_forms)

## 3-What do I need to provide with my planning application?

A planning application for vehicular access/dropped kerb requires the following items:

- A completed 'full' planning application form;
- A completed Notice No. 1;
- A fee of £293;
- A red edged site location plan (1:1250); and,
- A proposed block plan (1:200 or 1:500)

*Please see below for more information on each of the required items.*

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<sup>1</sup> [Conservation areas | South Gloucestershire Council \(southglos.gov.uk\)](https://www.southglos.gov.uk/conservation-areas)

### Application form-Type

An application for vehicular access requires a 'full' planning application form. We require a 'full' form as new accesses will generally be created outside of the residential curtilage of a dwelling. There are many types of application form. When applying on the planning portal please be sure to pick 'minor' application type to generate the correct form.

### Application form-Ownership certificate

The ownership certificate forms an important part of the planning application process. When completing the application form, it is important to select the correct certificate.

The new access will involve crossing over land that does not belong to you, for example a pavement or grass verge. These features typically belong to the Highways Authority. In South Gloucestershire this is known as 'Streetcare'. This means that the correct ownership certificate to sign is normally 'Certificate B'. When signing this, the following information should be filled in for the Highways Department as the owner of the grass verge or public path.

*Name - South Gloucestershire Highways Department*

*Address - Council Offices, Badminton Road, Yate, Bristol BS37 5AF*

*Date notice served - this is the date that the notice 1 is sent to the Highways Department. Generally, this is the same day as the application is submitted.*

Please see the example given in Appendix 1 at the end of this document.

### Notice 1

This is a form used to tell the owner of the land (in this case the Highways Authority - Streetcare) that you wish to carry out works. This can be submitted as part of your application and the planning team will send it on to Streetcare on your behalf.

Please see the example given in Appendix 2 at the end of this document. A blank copy can be downloaded here: <https://ecab.planningportal.co.uk/uploads/1app/notices/notice1.pdf>

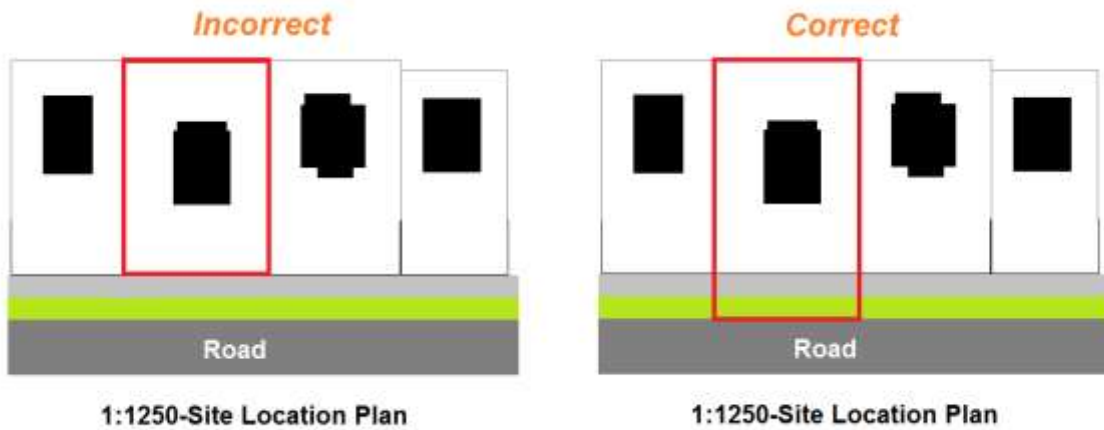
### Fee

The fee for the creation of new vehicular access/dropped kerb is £293.

### Site location plan (Scale 1:1250)

This is a plan to show the location of your house. The plan must be to scale which should be 1:1250.

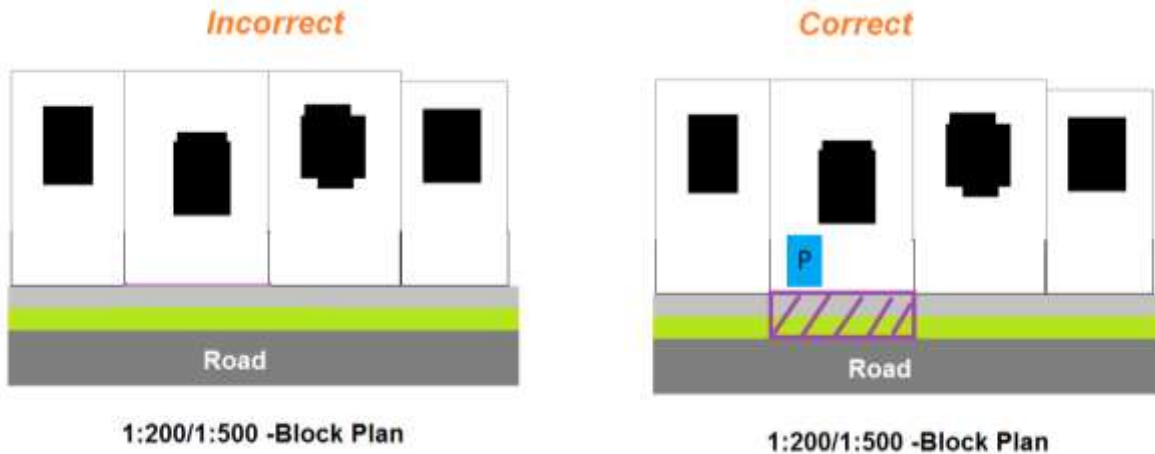
This plan should identify the house and the area where the new access will be located with a red line. This means the red line should go right down to the roadside.



Links to online sites where site location plans can be purchased online, searching 'Location plans for planning' will bring up lots of options.

Proposed block plan (scale 1:200 or 1:500)

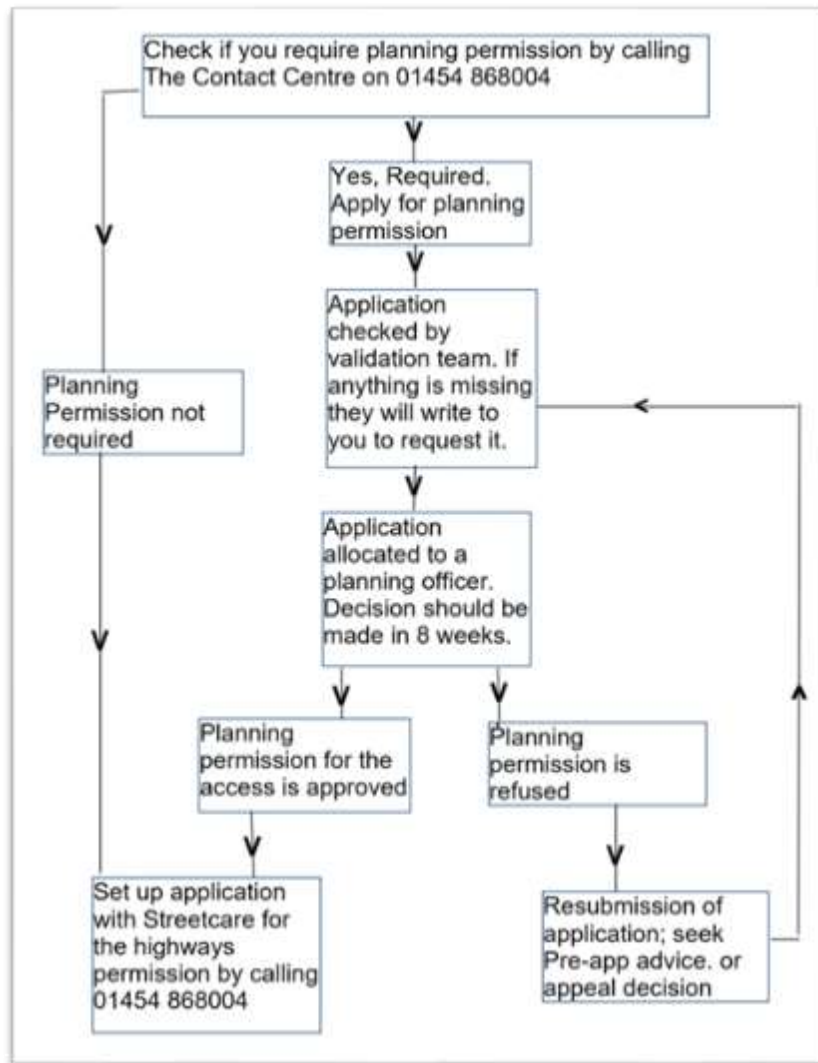
This is a scale plan to show the site layout of your house along with your neighbours, the boundary of the property, and roads. This plan should show the location of the proposed dropped kerb by shading or labelling the area. Any proposed or retained parking areas, walls, gates, or trees need to be labelled and shown on this plan.



Block plans can be purchased online, searching 'Block plans for planning' will bring up lots of options.

It is important to note that editing plans to show bespoke, proposed features may require the assistance of a competent planning agent or architect.

#### 4-What is the application process?



#### 5-What happens when planning permission is granted?

You must also apply separately to Streetcare for consent to work in the public highway. To start the Streetcare application, you should call **01454 868004**.

More information on Streetcare consent can be found here:

<https://www.southglos.gov.uk/transport-and-streets/streets/road-and-traffic-management-information/dropped-kerbs/>

## **6-Why is the fee higher than the fee for householder development?**

The creation of a new access point (a dropped kerb) involves works that are outside of the residential curtilage meaning the £258 householder fee is not applicable. The relevant fee for the creation of a new vehicular access/dropped kerb is £293.

## **7-If/another resident has a disability, and the new access is intended to help them - do I need to pay a planning application fee?**

A fee exemption can be claimed if the works are to help improve access for a person with a disability who lives at the property. This can be claimed by providing evidence such as a photograph of the person's blue badge. This information will be kept confidential by the planning authority.

## **8-Why do you require a full planning application form rather than a householder form?**

The creation of access involves works that are outside of the residential curtilage so the householder form cannot be used.

## **9-Why do the plans have to be to scale?**

All applications for planning permissions must comply with the national planning requirements as set out in the relevant planning regulations, and scale drawings are a part of this. The planning officer, consultees and neighbours must be able to measure the plans, for example, to be able to see precisely how the proposed access and parking arrangements can function safely.

## **10-Where can I get extra help if something is not working?**

- If you have issues with submitting the planning application electronically you should contact the Planning Portal. They can be contacted via [support@planningportal.co.uk](mailto:support@planningportal.co.uk) or call **0333 323 4589**. They are available to help Monday - Friday, 9am - 5pm (excluding bank holidays).
- If you are having difficulty with paper-based documents and submissions, please visit one of South Gloucestershire Council's One Stop Shops. Further details of their opening hours and locations can be found in the following link - [One Stop Shop clinics and surgeries | South Gloucestershire Council \(southglos.gov.uk\)](#)

# Appendix 1:

**24. Ownership Certificates and Agricultural Land Declaration**  
 One Certificate A, B, C, or D, must be completed with this application form

**CERTIFICATE OF OWNERSHIP - CERTIFICATE A**

**Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**  
 I certify/ The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

**NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.**

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.  
 \*\* "agricultural holding" has the meaning given by reference to the definition of "agricultural tenant" in section 65(8) of the Act.

Signed - Applicant:  Or signed - Agent:  Date (DD/MM/YYYY):

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**CERTIFICATE OF OWNERSHIP - CERTIFICATE B**

**Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**  
 I certify/ The applicant certifies that I have/ the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner\* and/or agricultural tenant\*\* of any part of the land or building to which this application relates.

\* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.  
 \*\* "agricultural tenant" has the meaning given in section 65(8) of the Town and Country Planning Act 1990

| Name of Owner / Agricultural Tenant | Address   | Date Notice Served |
|-------------------------------------|---|--------------------|
| The Highways Department             | The Council Offices, Badminton Road, Yate, BS37 5AF | 01/08/2021         |
|                                     |   |                    |
|                                     |   |                    |
|                                     |   |                    |
|                                     |   |                    |

Signed - Applicant:  Or signed - Agent:  Date (DD/MM/YYYY):

*Ms Applicant*   01/08/2021



# Appendix 2:

## Town and Country Planning (Development Management Procedure) (England) Order 2015 NOTICE UNDER ARTICLE 13 OF APPLICATION FOR PLANNING PERMISSION

(Notice 1: This notice is to be printed and served on individuals if Certificate B or C is completed)

### Proposed development at:

|                         |                       |
|-------------------------|-----------------------|
| Name or flat number     | <input type="text"/>  |
| Property number or name | One                   |
| Street                  | New Street            |
| Locality                | <input type="text"/>  |
| Town                    | <input type="text"/>  |
| County                  | South Gloucestershire |
| Postal town             | <input type="text"/>  |
| Postcode                | BS37                  |

### Take notice that application is being made by:

|                   |                      |           |          |          |
|-------------------|----------------------|-----------|----------|----------|
| Organisation name | <input type="text"/> |           |          |          |
| Applicant name    | Title                | Ms        | Forename | Planning |
|                   | Surname              | Applicant |          |          |

### For planning permission to:

|                                     |  |
|-------------------------------------|--|
| Description of proposed development | <input type="text" value="New Vehicular access."/> |
|-------------------------------------|--|

|  |  |
|--|--|
| Local Planning Authority to whom the application is being submitted: | <input type="text" value="South Gloucestershire Council"/> |
|--|--|

|                                   |   |
|-----------------------------------|---|
| Local Planning Authority address: | <input type="text" value="The Council Offices&lt;br/&gt;Badminton Road&lt;br/&gt;Yate&lt;br/&gt;BS37 5AF"/> |
|-----------------------------------|---|

Any owner of the land or tenant who wishes to make representations about this application, should write to the council within 21 days of the date of this notice.

### Signatory:

|           |  |           |          |   |
|-----------|--|-----------|----------|---|
| Signatory | Title                                  | Ms        | Forename | A |
|           | Surname                                | Applicant |          |   |
| Signature | <input type="text" value="Applicant"/> |           |          |   |

|                   |   |
|-------------------|---|
| Date (dd-mm-yyyy) | <input type="text" value="18/08/2023"/> |
|-------------------|---|

Statement of owners' rights: The grant of planning permission does not affect owners' rights