



**Telford & Wrekin**  
**C O U N C I L**

**HIGHWAYS ACT 1980 (Section 184)  
Vehicle Access Application Form for  
Residential applicants**

Please read the guidelines below and complete this form in BLOCK CAPITALS and return to:  
Development Management Team, Darby House, Lawn Central, Telford Town Centre, Telford, TF3 4JA  
Tel: 01952 380380. Enclose a cheque for the correct amount made payable to Telford & Wrekin Council  
(please see attached guidelines). Your application will not be processed without correct payment.

Applicant Name:

Applicant Address

Contact Telephone Number

Email Address

Are you the property owner:

YES/NO\*

*\* Delete as appropriate*

If you are not the property owner,  
have you enclosed your letter of  
consent from the property owner?

Address of Site Requiring Access:  
(If different from above)

Planning consent reference number:  
(if you do not have one refer to the  
notes on the next page)

Details of the proposal including any works to create or alter a driveway:  
Please also enclose a plan showing the extent of the works.

Signature of Applicant:

Date:

## **Vehicle Access application - guidelines for Residential applicants**

### **Before you apply, please read the instructions below**

Only the property OWNER can apply for a vehicle access. A tenant can apply but a letter of consent is required from their landlord. This approval letter has to be supplied to Telford & Wrekin Council with the application form attached before any inspection can be carried out.

The minimum requirement is 6 metres of available space between your property and the rear of the public footway. This space is required as it is illegal for a vehicle to overhang onto the public footpath from a private property.

If you do not have this amount of space, an inspection is the best way to determine if a vehicle access can be installed by, for instance, changing the layout of the drive/access. A Highways inspector can assess the application and give advice. Payment is required for this, please see below.

On approval, we will supply you with a list of contractors we currently have information on, to enable you to obtain independent quotes for the work to be carried out.

If you have a contractor in mind that is not within the supplied list, we require details of your nominated contractor and copies of their Public liability insurance and New Roads & Streetworks accreditation before any works can be carried out.

### **Planning Consent**

Planning permission is not required where a kerb is being installed as part of a wider development; however if a dropped kerb is being installed solely on its own, planning permission is required.

Planning permission may also be required for any hard surfacing created within the front of your property for example to create a driveway.

We will not proceed with your S184 application until we have received details of a valid planning consent or confirmation that the works are classed as permitted development.

You can obtain **planning** advice by contacting the planning team by email: [contact-apt@telford.gov.uk](mailto:contact-apt@telford.gov.uk) or telephone: 01952 384555

### **Charges**

There will be a charge of £273 for inspection and admin fees for each vehicle access application.

After inspection, if the vehicle access request is refused, we will refund your payment minus £50 which covers the initial inspection. Refunds can take up to 28 days to process.

Payment of the above fee is required on application and no inspection will be carried out if payment is not received.

When you accept a quote from the contractor of your choice, you are entering into an agreement with them to carry out the works and payment must be made according to their quotation details.

### **Street furniture/Illuminated Street furniture**

If any existing street furniture (Street lights, bollards, street nameplates etc) require repositioning or removing, you will be responsible for the cost of this work. On initial inspection, the Highways Technician will establish if this work is viable and advise you of the costs of any work.

### **Utility chambers or drains**

If any existing utility chambers or drains require repositioning, you will be responsible for the cost of this work. On initial inspection, the Highways Technician will establish if this is required and your letter of approval will include information of who to contact to arrange this work.

### **Timescales**

When you submit your application a Highways Technician will carry out a site visit. You should hear from the inspector within 30 days to say whether your application has been approved or declined. You will receive a letter confirming this.

Once you have approval you must supply us with the details of your chosen contractor, the date works commence and the timescale of works using the FORM1 notice sent with the approval.

A minimum of 15 working days notice is required prior to the commencement of the works. All works must be completed Monday to Friday, weekend works are not authorised.

Your vehicle access application is valid for 12 months from the date of your approval letter and all works must be completed before this time