



Direct Dial/Ext: 03000 416478  
e-mail: [anna.taylor@kent.gov.uk](mailto:anna.taylor@kent.gov.uk)  
Ask for: Anna Taylor  
Date: 31/10/2023

Dear Member

**SCRUTINY COMMITTEE - WEDNESDAY, 1 NOVEMBER 2023**

Please find attached KCC's Dropped Kerb Application Guidance which the Scrutiny Chair, Vice-Chairman and Spokespeople have asked be circulated in advance of the Scrutiny Committee meeting. This is also available via this link: [Dropped-Kerb-Application-Guidance.pdf \(kent.gov.uk\)](#)

**Agenda Item No**

**C3 Vehicle Crossings (dropped kerbs) (Pages 1 - 10)**

**Dropped Kerb Application Guidance**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ben Watts', is written over a faint circular stamp.

Benjamin Watts  
General Counsel

This page is intentionally left blank



## Dropped Kerb Application Guidance

### Contents

1. Freeholder
2. District Council Planning
3. Is there enough parking/hardstanding space on the property?
4. Separate entrance and exit
5. Distance from road junction
6. Visibility requirements
7. Streetlighting
8. KCC Highway Tree
9. Drainage
10. Utility covers and other street furniture
11. Gates
12. Parking Bays
13. Bus Stops
14. Pedestrian Crossings
15. Traffic Calming
16. Cost & Construction

# Dropped Kerb Guidance and Self-Assessment

## 1/ Freeholder

If you do not own the property, you should ensure you have written permission from the freeholder for your proposal.

If you are acting on behalf of the freeholder, you will need written permission appointing you as their representative.

## 2/ District / Borough Council Planning

Your District or Borough Council are responsible for local planning and would need to be consulted to establish if you need their approval. This can be dependent on the classification of your street and you can find this at: Find: [www.findmystreet.co.uk](http://www.findmystreet.co.uk)

Once you have confirmation of their requirements, Kent County Council (KCC) as the highway authority must determine if the installation of a dropped kerb on your property can be done with little or no impact to the public highway, we assess for the safety of motorists and pedestrians and existing KCC assets (streetlighting / trees). You will need to provide supporting evidence of the district council decision.

Please note that District / Borough Council planning approval for dropped kerbs and new accesses does not constitute approval for the highway works, separate approval must be sought from KCC explicitly as the highway authority.

Additionally, there is no requirement for KCC to consult neighbouring properties to issue an approval, however it is recommended that applicants contact prior to application neighbouring properties or local Parish / Town Councils if their proposal will affect the wider community i.e. property covenants. KCC do not accept responsibility for neighbouring disputes associated with an installation.

You can find your local District / Borough Council contact details at the following link: <https://www.kent.gov.uk/about-the-council/how-the-council-works/district-councils>

## 3/ Do you have enough parking/hardstanding space on the property?

You must have sufficient space to prevent a vehicle from overhanging onto the footpath or adjacent highway when parked. Following approval and installation KCC reserves the right to remove approval should there be a breach of these conditions and all related costs will be the liability of the owner / occupiers.

You should take account of any projections on your property such as access steps, door shelters, or porches. You should also consider that we do not take into consideration the type of vehicle you currently own, however you must advise us if you intend on using the crossing and space for vehicles over 3.5 tonne.

You may request a specific measurement for your proposed dropped crossing, but this may be adjusted by the assessing officer. Our minimum dropped kerb construction for perpendicular parking is 4 drops and 2 tapers and parallel parking will be assessed on an individual basis with a minimum 6 drops and 2 tapers, this is to ensure sufficient room to safely manoeuvre on and off the drive.

Where you would like a larger construction over 4 drops and 2 tapers or extension to an existing dropped kerb, approval will only be granted if there is no significant impact to on street parking demand.

**Residential Dropped Kerb Guidance and Self-Assessment v9**

Please only apply if you have the minimum measurements detailed in the following criteria:

### Space Criteria Table- Minimum Measurements Required

How will you park the car	Width(minimum)	Depth(minimum)
<b>A/ Perpendicular</b> -Parking area at right angles to the road	2.4 metres	4.8 metres
<b>B/ Perpendicular with access Point</b> - Parking area in front of access door or garage	2.4 metres	6 metres
<b>C/ Parallel</b> -Parking area parallel to the road	6 metres	3 metres
<b>D/ Parallel with access point</b> – Parking area to parallel to the road	6 metres	4.2 metres
<b>E/ Separate Entrance and Exit</b> - Driving on and off the parking area	15 metres	4.2 metres

### Diagram A & B: Perpendicular Parking

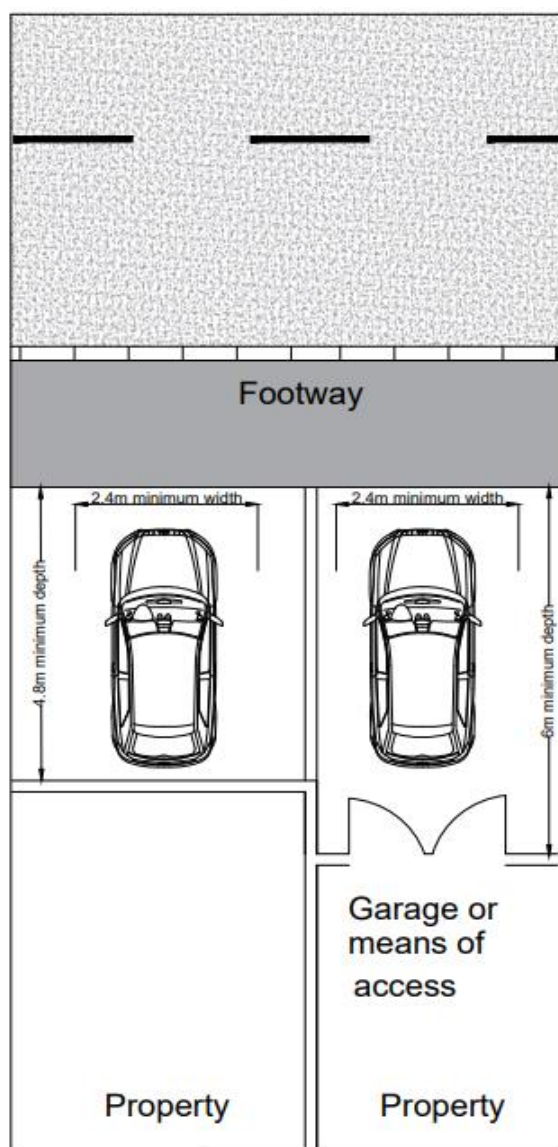
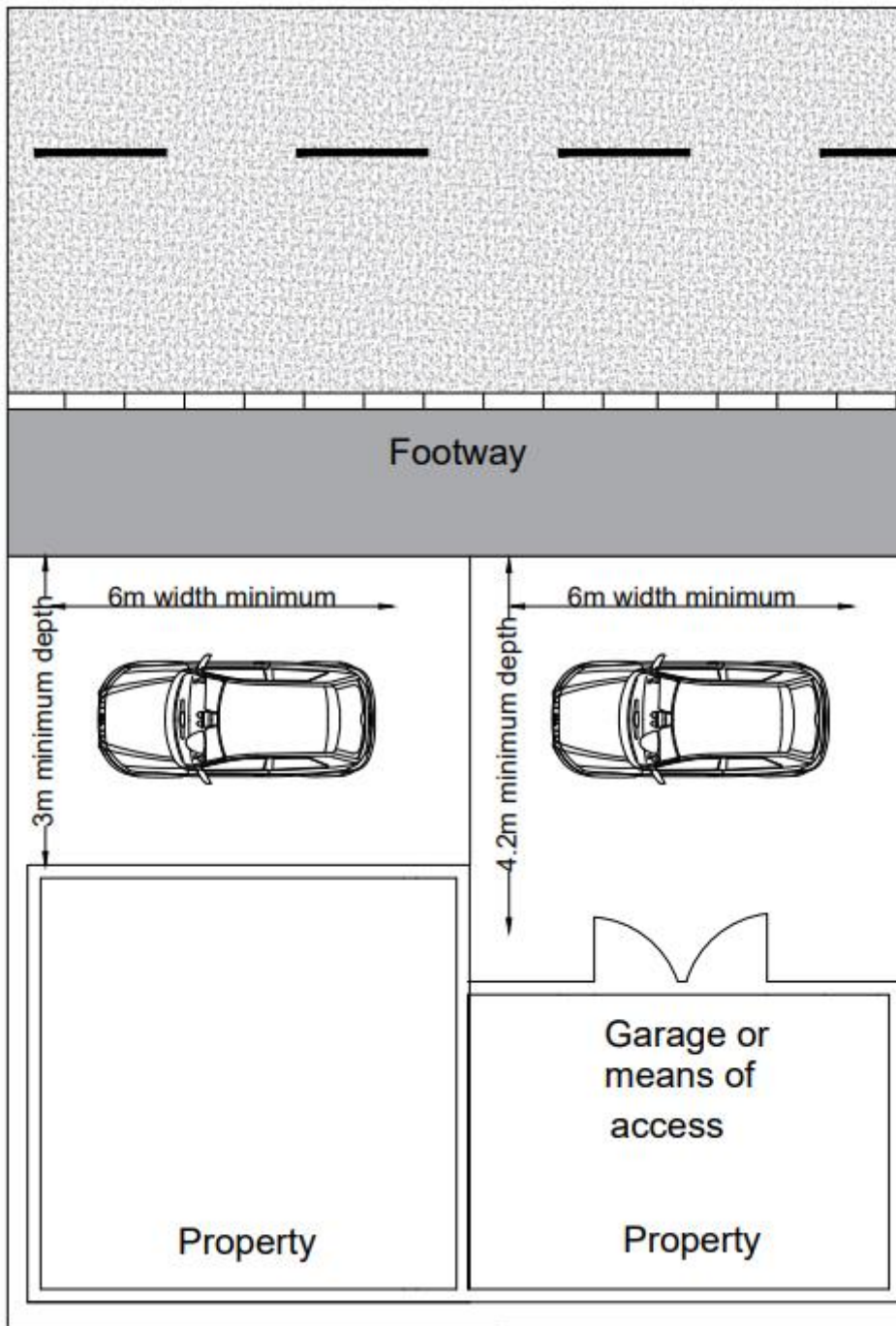


Diagram C & D: Parallel Parking:



## 4/ Separate Entrance and Exit

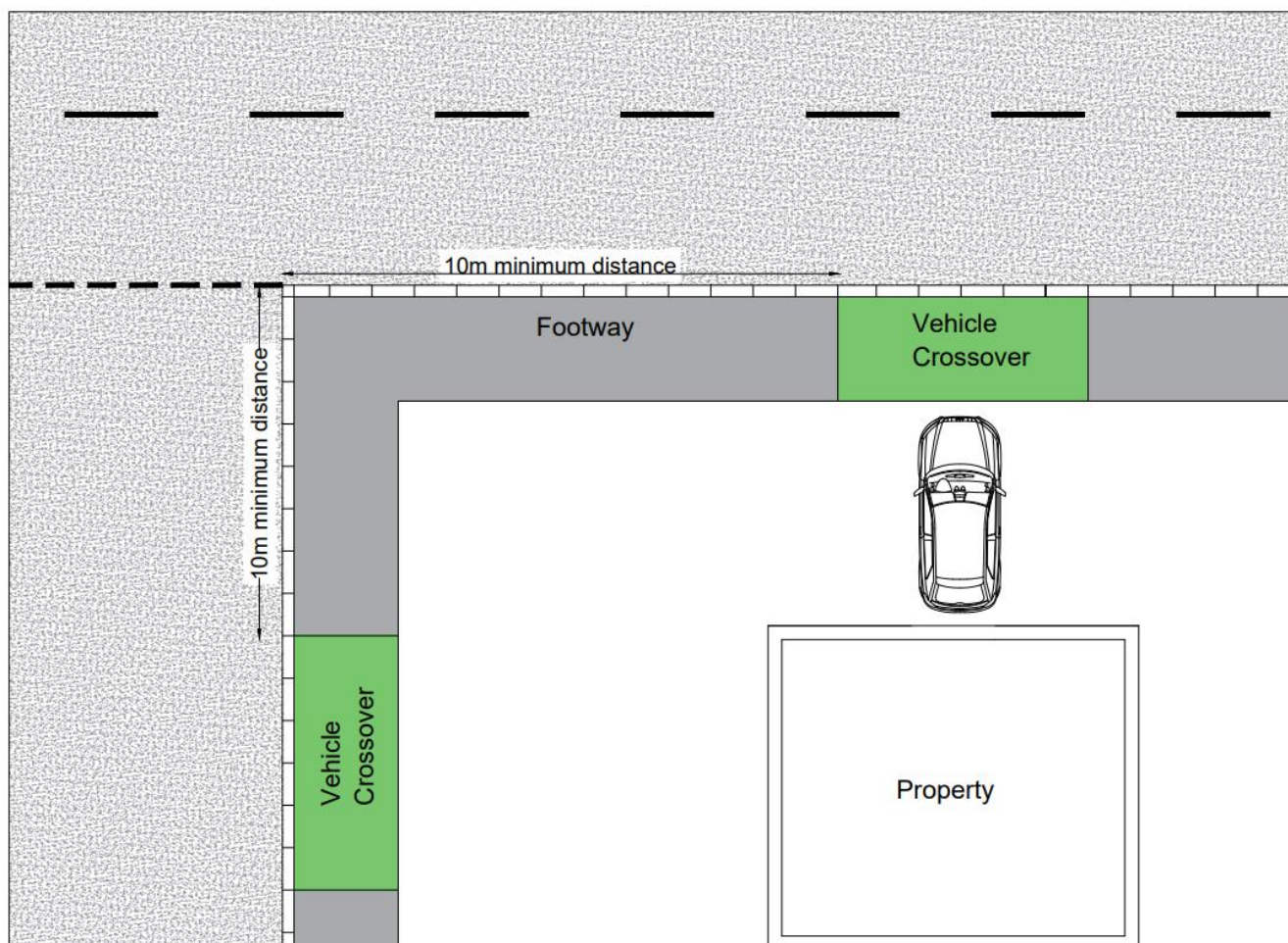
You may apply for a separate entrance and exit or an additional access point where one already exists, but the general rule is that increasing the number of points on a highway where vehicles turn, increases the potential for traffic conflict. We will assess the site on its own merit and will only be granted if there is no significant impact to on street parking demand.

If your property already has a dropped kerb, we will not approve a second dropped kerb unless there is sufficient space within the boundary of your property to drive a vehicle on and off your driveway in forward gear and in one continuous movement. The minimum measurement of your frontage must be 15m width by 4m depth. Your application will be refused if you do not have sufficient space. Each access will have a maximum of 4 flat kerbs and your existing access may need to be altered to achieve this at your own cost. There will need to be a minimum width of full height kerbs between the two accesses of a minimum of 4.5m.

## 5/ Distance from Road Junction

If the location of the proposed crossing is closer than 10 metres to a road junction and creates a hazard, the application will be refused. This dimension may be increased to 15 metres on major roads or near busy junctions.

Diagram: Distance to Road Junction



## 6/ Visibility & Sightline Requirements

Will you be able to see pedestrians and vehicles clearly enough to drive out of the driveway without causing danger to yourself or other road users? In order to determine if the visibility and sightlines meets the required standard, a site inspection will be needed from an experienced officer.

**Footway Visibility** - For pedestrian visibility, **a splay of at least 2m x 2m with a maximum height of 0.6m from the back of footway will be required.** Greater visibility may be required on faster and busier roads and therefore your application will be assessed on site specific criteria.

There should be no obstruction to visibility (walls, vegetation, fencing, etc) over the height of 0.6m above footway level.

**Carriageway Visibility** - Sight lines are defined by the visibility setback (the X dimension) and the forward visibility required enabling a vehicle to stop safely (the Y dimension). Where it is in the applicant's control, the following minimum requirements should be satisfied: Footway visibility X-dimension 2.4m from back of footway Y-dimension: based upon the following speed limits:

<b>20 MPH</b>	<b>25m</b>
<b>30 MPH</b>	<b>43m</b>
<b>40 MPH</b>	<b>149m</b>
<b>50 MPH</b>	<b>160m</b>
<b>60 MPH</b>	<b>203m</b>

**NOTE:** You may be asked to consider alterations to obtain application approval.

Sight line distances are calculated from the relevant formula in Manual for Streets 2.

## 7/ Streetlights and Lit Signs/Bollards

Is there a streetlight column or other lit apparatus within 0.5m of your proposed dropped kerb area?. Where there is a streetlight column or other lit apparatus within the installation area, due to the street design, other property services or trees we may not be able to relocate the apparatus.

**NOTE:** An additional non-refundable fee of £68 for residential applications will apply if an engineer is required to assess the suitability of the site and advise on solutions to protect the column and confirm conditions to approve the application. All approved alterations to highway assets are subject to costs being met by the applicant.

## 8/ KCC Highway Trees

Are there any KCC Highway Trees within 15m of the proposed construction area? You should refer to the KCC Highway Tree Self-Assessment Survey below.

KCC Highway Tree Self-Assessment - To be completed prior to application

Is there a KCC Highway Tree within 15 metres of the area you are proposing to install a dropped kerb?	Yes
Measure round the tree trunk as you would your waist at 1.5m above ground level, this is the circumference of the tree, to find the diameter divide by 3.14	<b>Example. 44cm circumference divide by 3.14 This equals 14cm and is the diameter 44cm ÷ 3.14cm = 14cm</b>

**Residential Dropped Kerb Guidance and Self-Assessment v9**



<p>The root protection area is a circle around the tree, with the tree in the centre – calculate the area by multiplying the diameter by 12, this will give you the radius of the circle.</p>	<p><b>Example. 14cm x 12 = 168cm/1.68 metres</b>  <b>Therefore, the circle around the tree will have a radius of 1.68m</b></p>
<p>Measure the distance between the edge of your proposed dropped kerb and the tree trunk, this should measure more than the calculation above.</p>	<p><b>You should <u>not</u> apply for a dropped kerb without making adjustments to your proposal if the current construction will need to take place within the root protection area.</b></p>

**NOTE:** If the KCC Highway tree is within the proposed construction area you should not apply for a dropped kerb - KCC does not support the removal of highway trees to facilitate the installation of dropped kerbs, you should only apply if you have already established through a pre-application inspection that KCC would consider the removal of the tree.

If you are satisfied that your proposal will not affect the tree's roots you may proceed with our online application form subject to meeting all other criteria detailed in this document.

Please be advised that should your application subsequently fail due to incorrect calculations of required root protection areas (RPA) in relation to your proposed construction you will only receive a refund of £204 of the fees if you have paid the full administration payment of £441.

If you are unsure if a tree may affect your application, you must contact us to arrange a pre-application tree inspection. Please email [vehiclecrossings@kent.gov.uk](mailto:vehiclecrossings@kent.gov.uk) with a drawing and photograph of the proposed location, we will email you with a reference and request payment of a non-refundable fee of £68, please allow up to 28 days for inspection.

This pre-application inspection will inform if installation is possible, and if so, how close you can install a dropped kerb to the tree, it is provided for guidance on construction within the proximity of the KCC highway tree only, it does NOT give approval for a dropped kerb until a full inspection has been completed by a highway steward in line with all the criteria in this document.

Approval is not guaranteed, and an additional non-refundable £68 fee will be charged if a KCC Tree Officer is required to inspect a tree for the purposes of your application.

## 9/ Drainage

The parking area within your property must be built so that water does not drain from it across the highway. Suitable drainage must be provided within the boundaries of your property. [Permeable surfacing of front gardens: guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/permeable-surfacing-of-front-gardens)

## 10/ Utility Covers and Other Street Furniture

Is there any other street furniture on the construction area of the footway? This may include any of the following: BT Openreach Cover, CATV Virgin Media Cover, Fire Hydrant, Street Name Sign, Directional Highway Sign, Post Box, Litter Bin, Gully Cover, Telegraph Pole.

If any third-party asset is impacted by your proposal, then you should contact the asset owner to discuss your proposal. You can proceed with your application prior to any formal agreement, but future approval will be subject to submission of written confirmation from the relevant parties.

## Residential Dropped Kerb Guidance and Self-Assessment v9

## 11/ Gates

Have you or are you considering installing gates?

The gates should not open outwards onto the public highway and you should have at least 5.5m clearance to ensure vehicles are not obstructing the public highway on accessing your property.

## 12/ Parking Bays

If you have parking bay road markings where you propose to install a dropped kerb, you should contact the district council to request permission to remove the allocated-on street parking. This may not always be possible due to local high on-street parking demand. If permission is granted all costs incurred to make the necessary adjustments are paid for by the applicant.

## 13/ Bus Stops

Buses will need to retain the ability to pull up to and depart from the bus stop safely. If you have a bus stop near or outside your property, please contact [bus.stops@kent.gov.uk](mailto:bus.stops@kent.gov.uk) to discuss your proposal, if any additional costs due to relocation are the responsibility of the applicant.

## 14/ Pedestrian Crossing

**Controlled and Interactive Crossings** - We will not consider proposals within 20m of the stop line and adjacent accesses, including dropped kerbs.

**Tactile Pedestrian Crossings Points** – We will only consider your application if the pedestrian crossing point can be relocated, and all associated costs are the responsibility of the applicant. There must be at least one full height kerb between your proposal and the pedestrian crossing point and there should be no obstruction to pedestrian visibility from parking/hardstanding area.

## 15/ Traffic Calming

Where your proposal may be impacted by traffic calming measures, KCC will not consider removal due to the design of the measures installed, as these have been implemented to improve safety for highway users. We cannot adjust pre-existing traffic calming features even where a dropped kerb exists in order to accommodate individual changes.

## 16/ Cost

The KCC admin cost is £441 for one residential property address and is payable online when you submit your application.

If you need an additional specialist inspection from either a KCC Tree Officer or Streetlighting Engineer there is a non-refundable fee of £68 for each service required, this can also be paid online.

To avoid disappointment please ensure you meet the current criteria in this document, if your application is unsuccessful or you are unable to provide all required third party permission permissions, you will receive a refund of £204 directly back to your bank account.

Your approval notice is valid for up to 2 years subject to no alterations of the highway at the time of original inspection and should be kept safely with the deeds of the property, if work has not been completed by the end of this period you will be required to submit a new application and pay administration fee appropriate at that time.

Once your application has been inspected by the highway officer, you will be advised on the approval notice of the construction materials to be used for the dropped kerb installation. Whenever possible we will look to reflect the local character of the area to match materials to the existing highway design. However, our key consideration is the need to maintain the dropped crossing in a serviceable condition so this may not always be possible.

**Next step: Please use the self-assessment form at the bottom of this document prior to completing the online application**

Self-Assessment Survey

What is the Depth? Does it meet the minimum criteria for my proposal?	
What is the width? Does it meet the minimum criteria for my proposal?	
Are there any KCC Highway Trees within 15m of where I want my dropped kerb? Please refer to the criteria on your suitability	
Are there any streetlights or illuminated signs within 0.5m of where I want my dropped kerb? Please refer to the criteria on your suitability	
Is there any other street furniture within the area I want my dropped kerb? BT/Virgin Media Cabinet or cover, water cover, fire hydrant, Telegraph Pole, Directional signage, street name signs	
Do I need planning and have I received confirmation from the district council? This is required to submit my application	
If I am not the freeholder, do I have written permission from the owner to apply for the dropped kerb? If I am using a company to apply on my behalf I will need to provide them with written permission. This will be required to submit my application.	
I need to take at least one Photograph front on of the property to include neighbouring properties that may be impacted.	
I need to sketch or draw a plan of where I propose to install the dropped kerb and include dimensions and all street furniture. This is to ensure when the officer inspects the site, they know exactly what I am requesting. All applications will be assessed for a minimum standard 4 drop and 2 taper crossing unless an alternative is specifically requested.	

**If you are happy that you meet our criteria and would like to proceed follow the link below:**

**This will take 10-15 minutes and you will need all the information from your self-assessment survey to upload, you will also be asked for payment of £441 by either credit or debit card.**

This page is intentionally left blank