

For Office Use Only	
Application Received:	
Ref No:	Fee:
Approved: Yes / No	Date:
Inspector's Signature:	

Please ensure you have read the supporting Guidance Notes before completing this form

### APPLICATION FOR DROPPED KERB AUTHORISATION ON THE PUBLIC HIGHWAY

Application is made for permission under Highways Act 1980, Section 184, to construct an access across the public highway. Charges for this purpose are covered under the Local Authorities (Transport Charges) Regulations 1998 (S.I. 1998 no. 948)

**FEE:** Type 1 on a Non-Classified Road: £205    Type 1 on a Classified Road: £320  
or Type 2 on a Non-Classified Road: £565    Type 2 on a Classified Road: £730

Applicant's Name and Address:  Email: Telephone:	Address where you wish to construct/ modify and access [see note 1 on reverse]:  Postcode:
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Name of the road the access will lead on to:	
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1. Is this a 'classified' road? [See note 3 overleaf]:	Yes	No
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2. Do you already have a vehicular access (dropped kerb) to the property?	Yes	No
If 'Yes' is your application to improve or widen an existing access?	Yes	No
Or is your application to provide an additional, separate access?	Yes	No

3. Have you applied for or entered into pre-application discussions or correspondence with the Highways Authority for Planning permission pertaining to this property in the last three years?	Yes	No
If 'Yes' - forward a copy of the correspondence and quote the planning application number		

4. Have you obtained written confirmation from the local Planning Office (District Council) regarding planning permission? [See notes 2 & 3 overleaf]	Yes	No
Is specific planning permission required?	Yes	No
If specific planning permission is required, Planning Consent Number:		

Date:	Signed:	
	On behalf of:	[Property Owner]

## NOTES:

1. You must submit a sketch plan showing the layout and position of the access you wish to make. Alternatively, an annotated photograph, clearly indicating the proposed modification.
2. You must write/apply to your local Planning Office (District Council) to check whether separate planning permission for the access creation or modification is required. A copy of this confirmation must be included as part of your Highways application. Contact details as follows:

Cherwell District Council: 01295 227 006 - [planning@cherwell-dc.gov.uk](mailto:planning@cherwell-dc.gov.uk)

Oxford City Council: 01865 249 811 - [planning@oxford.gov.uk](mailto:planning@oxford.gov.uk)

South Oxfordshire District Council: 01235 422 600 - [planning@southoxon.gov.uk](mailto:planning@southoxon.gov.uk)

Vale of White Horse District Council: 01235 422 600 - [planning@whitehorsedc.gov.uk](mailto:planning@whitehorsedc.gov.uk)

West Oxfordshire District Council: 01993 861 420 - [enquiries@westoxon.gov.uk](mailto:enquiries@westoxon.gov.uk)

3. To establish whether the road onto which the new/amended access will lead is classified or unclassified you can use our [interactive highway register](#) or contact our Customer service Centre on 0345 310 1111.
4. Oxfordshire County Council as a Highway Authority may grant authorisation from a highway point of view for construction of an access on land which forms part of the public highway. However, you are strongly advised to check the position of the highway boundary to ensure there is no intervening land.
5. We aim to process your application within one calendar month and will then contact you to confirm our decision.
6. Your attention is drawn to the requirement of any person carrying out works on the public highway to hold public liability insurance with cover to the value of **£10,000,000** and to hold the Street Works Qualification under the New Roads and Street Works Act 1991.
7. Please note that some of the information contained on this form might have to be disclosed if it is requested as part of a Freedom of Information request.

**PAYMENT:** Fees are to be paid with the application and can be paid by Bank transfer to Oxfordshire County Council team account. (you can either request a reference when you submit application, or alternatively use first line of application address) -

A/C NAME	OCC - Licensing & Streetworks DCI
SORT CODE	308012
A/C NUMBER	15190568

**PLEASE RETURN TO:** [licensing.streetwork@oxfordshire.gov.uk](mailto:licensing.streetwork@oxfordshire.gov.uk)

Licensing & Streetworks Team, Oxfordshire County Council, Highways & Transport, Ron Groves House, 23 Oxford Road, Kidlington OX5 2BP

Tel: 0345 310 11 11 – Fax: 0345 600 7384

