

# **Highways Act 1980 – Section 184**

## Application for consent to construct/alter vehicular access on to the public highway

### **Section one: Name of applicant**

(please write in)

Name and address of applicant:

Tel no:

Mobile no:

e-mail:

### **Section two: Location of proposed works**

(please write in)

Property name/number:

Street name:

Town:

Post code:

Areas affected (please tick)

* Verge
* Footway
* Road

### **Section three: The Property**

(please write in)

Do you own the property? **Yes/No** (please delete as appropriate)

If no, please give details (If the property is Council owned please contact our Housing Section Tel: 01437 764551) (please write in)

Do you own the proposed parking area? **Yes/No** (please delete as appropriate)

If No, please give details (If you need to purchase the frontage, please contact the Property Section Tel: 01437 764551) (please write in)

**Please state the reason for submitting this application: Alterations to an existing access / Construction of a new access** (please delete as appropriate)

### **Section four: Planning permission**

**The applicant is advised that other consent, licence or permission may be required prior to commencing work*.***

The formation or alteration of vehicular access on to the public highway may require planning permission from the local planning authority. If planning permission is not required the new access will still be subject to conditions imposed by the highway authority. In order to minimise any possible delays, please help us by completing the following:

New access ways onto A, B or C class roads, require planning permission.

Have you applied for planning permission? **Yes/No** (please delete as appropriate)

If Yes, please supply the reference number:

### **Section five: Details of contractor undertaking works**

Have you appointed a contractor? **Yes/No** (please delete as appropriate)

Name of Contractor:

Tel no:

Mobile no:

E-mail address:

If No, contractors’ details will be required prior to carrying out the works

### **Explanatory notes**

Highways Act 1980 – Section 184

New Roads and Street Works Act 1991 Sections 84/85/86

#### **Can I drop my kerb for off road parking?**

You can only park a car on your property if you have a proper drive and the kerb has been lowered. In order to create a new access / dropped kerb an approved contractor will be required. No works can be executed until you have received consent from the Streetcare section. It is essential that prior to agreeing a start date with your contractor that the Streetcare section is contacted to agree a start date. The driveway measurements must be a minimum of 4.8m length x 2.4m width, to accommodate a vehicle and to avoid overhanging the public footway and obstructing pedestrians.

#### **How do I get consent?**

Anyone wishing to apply for a licence for a dropped kerb or create a new vehicular access must apply using the Section 184 application form and there is a fee of £170.00 to pay, per access. If you are serving more than one dwelling for a development/shared driveway, then the fee will be £230.50. Return this completed application form to the Streetcare Section. The application fee can be paid by cheque to Pembrokeshire County Council or card, (once the application has been received, we will contact you for payment).

It can take up to 6 weeks for consent to be granted. Streetcare will contact you confirming agreement or refusal of your Section 184 application. If your application is refused under any circumstances, the fee will not be reimbursed.

Following receipt of the licence you can instruct your approved contractor to carry out the work.

Do not start any alterations/new work until you have got written permission from the Streetcare Section***.***

The New Roads and Street Works Act 1991 introduced statutory regulations, procedures and Codes of Practice which will have to be followed when excavation work is to be carried out within the highway. For the purpose of Section 86 of the Act, all works for which a Section 184 of the Highways Act 1980 is required will be subject to the same legislative procedures and practices as contained in the New Roads and Street Works Act 1991.

Works carried out under Section 184 of the Highways Act 1980 are deemed as "major highway works" and accordingly, the references in Section 84 and 85 of the New Roads and Street Works Act 1991 to the Highway Authority shall also be construed as references to a person other than the Highway Authority for works executed under Section 184 (9) of the Highways Act 1980.

Where a person proposes to carry out the work specified in the application, the Highway Authority may give consent to execute those works in accordance with the plans approved and subject to the conditions of the consent and satisfactory completion of the following certificates:

Further information and advice concerning the above may be obtained from: streetcare@pembrokeshire.gov.uk

### **Section six: Declaration**

I confirm that the foregoing details are correct and acknowledge that the works referred to in the Section 184 application form must be conducted in accordance with the requirements of the Highways Act 1980, the New Roads and Street Works Act 1991, and enabling legislation and Codes of Practice, together with any conditions imposed by the Authority in the relevant consent.

I attach the following plans:

* A plan of the proposed new access location, including the measurements of the driveway.
* Photos of the access location - Please mark the proposed extent of the new access or alterations to existing access on a photograph.
* (For Housing Development Sites) we will also require a Full Traffic Management Plan to be submitted with your application, your application will not be considered unless the Traffic Management plan is submitted

I enclose the fee of **£**  (Payable to **Pembrokeshire County Council**)

Please indicate method of payment:

* Cheque
* Cash
* Payment by card (if paying by card, we will contact the applicant to take the card payment, as soon as we have received and validated your application)

Signed:

Print name:

Date:

Please return this application to the:

**Streetcare and Parking Manager**

Transportation & Environment

Street Care Section,

County Hall,

Haverfordwest,

SA61 1TP

**No work shall be executed until the applicant has received consent from the Highway Authority**

All information that we hold concerning you as an individual will be retained and processed by the Streetcare Section strictly in accordance with the provisions of the General Data Protection Regulation 2016, as set out in our [Privacy Notice](https://www.pembrokeshire.gov.uk/privacy-promise/privacy-statement-departmental-privacy-notices), alternatively a paper copy can be provided on request.