

Permission to cross the adopted highway for a vehicle crossing

Application form

Before a vehicle crossing can be constructed across the public highway, you must first obtain permission from the Local Highway authority, Milton Keynes City Council. The process is designed to ensure the safety of users of the highway and to protect the public asset. It is an illegal act to construct or open the public highway without the permission of Milton Keynes City Council.

Please read the guidance on the Council's website at www.milton-keynes.gov.uk/highways to ensure that you understand the process before you start an application.

This part of the process is for the approval to cross the highway only. If you agree to the quote sent out by our contractor we will undertake the construction phase, however, if you are using your own contractor, you will need to apply for further licences.

APPLICATION

- Before making an application, potential applicants should read the guidance documentation.
- There is a non-refundable Application Fee, as shown on our website.
- Note that separate 'in and out' crossings are not permitted by the council.
- Applicants must have a hardstanding of at least 5.0m x 2.5m on the property, perpendicular to the road, on which to park a vehicle. If not, one will need to be constructed, prior to construction of the crossing*.
- Planning permission may be required. This can be checked by emailing the Council's Planning team at planning.enquiries@milton-keynes.gov.uk or contacting them on 01908 691691
- Complete the application form and return it to Milton Keynes City Council to the email address vehiclecrossings@milton-keynes.gov.uk, along with any relevant planning documentation.
- We will contact you to take payment by credit or debit card. When payment is received, we will start processing the application.

We will review the application, inspect the site and undertake a number of highway safety checks before notifying you of the outcome.

*We can still assess your application if you don't have a hardstanding but construction will not be allowed.

If an application is refused, you will be informed on the contact details you've provided. Please note that the application fee is non-refundable as this covers the cost of processing the application and checks that we undertake. Any revisions or amendments to an application may require a new application to cover the cost of re-evaluation by our inspectors.

If an application is successful and permission is given to construct vehicle access crossing, you will be notified by email and the application will move on to the construction stage.

Once a licence is granted you will then have six months to start the work, if the licence expires with no works started you will need to re-apply and pay another application fee. We can extend if necessary for some circumstances but cannot guarantee an extension will be given.

CONSTRUCTION

- We will send you a 'permission to build vehicle crossing' letter and provide you with a quotation from the Council's appointed contractor. Alternatively, you can appoint your own contractor to undertake the construction of the crossing.
- If you have no hardstanding on your land perpendicular to the road of a minimum size of 5.0m x 2.5m, you must construct one, within planning constraints, prior to construction of the vehicle crossing.
- When constructing the dropped kerb, the works should not exceed the agreed specifications or the land boundaries between properties as this could result in a failing of the final inspection and you may have to reinstate at your own cost.

Using Our Contractor to Construct the Crossing

- Our contractor will provide a quotation to build the crossing, which includes the cost of all fees, materials, labour and overheads. The price quoted is the price you'll pay and includes the provision of a 'Road Opening Licence' and all necessary inspections.
- To accept the quotation, you must confirm in writing and provide payment by credit or debit card for the full amount. Please note that VAT is payable.
- We will notify you of the date planned for commencement and the expected duration of the work.
- Our contractor will undertake statutory undertakers' checks and manage the construction of the crossing, including protection of the site with any signage and cones etc.
- Upon completion, MK City Council will immediately adopt the vehicle crossing as part of the adopted highway.

Using Your Own Appointed Contractor

- You can appoint your own suitably qualified and competent contractor to undertake the construction of the crossing. You should check that any alternative quotations given should also include any searches, safety plans and all fees payable to the Council, which must be purchased in advance, in the final cost.
- A Private Road opening licence will need to be applied for to undertake the works before they commence.
- Your contractor will remain liable for work undertaken and for any maintenance issues identified by us, for a period of 24 months from receiving council approval of the completed crossing.
- Your appointed contractor must be qualified and competent to the following standards:
 1. Have at least one operative with a current 'Streetworks supervisors certification' who must be on site during construction at all times.
 2. Hold minimum of £5 million Public Liability Insurance.
- They will need to provide evidence of these to the Council prior to commencement of any works. The Council will undertake an initial contractor competency check. However, where the proposed contractor is found to be unsuitable, you will need to submit an alternative proposed contractor and the Council may make a charge for each subsequent competency check.
- When your appointed contractor is approved, the Council shall issue a 'Road Opening Licence'. Please note that it is an offence under the Highways Act to open the highway without the authorisation of the Local Highway Authority and you may have to reinstate the highway to its original state at your own costs.
- Your appointed contractor will construct the vehicle crossing to the Council's specification, which is subject to inspection at any point during construction. The applicant shall notify the Council, to provide an opportunity for inspection, at the following stages:
 1. At completion of the excavation (at no additional charge)
 2. At completion of the base layer (at no additional charge)
 3. At completion of the surface material.

Additional costs for these are payable, in advance, along with the cost of the road opening licence.

- Your contractor must remain liable for the safety of the site during construction. Where the construction work presents a risk to the safety of Highway users or to the public asset, the Council reserves the right to take whatever action necessary, including withdrawal of the approval, completion of the crossing and re-charge of all associated costs to the applicant.

APPROVAL BY THE COUNCIL

- Upon completion of the works, you must notify the Council and request a 'Final inspection'. If the work is found to be of an unsatisfactory standard, we'll issue a remedial notice and may require the applicant to purchase a subsequent 'Final inspection' at an additional cost. This requirement shall apply until the construction of the vehicle crossing is completed to a satisfactory standard that enables the Councils to issue a certificate of completion. Further licences may need to be applied for to rectify any defect. These will be chargeable.
- When the work has been undertaken to a satisfactory standard we will issue a certificate of completion and adopt the vehicle crossing. However, the applicant shall remain liable for all costs relating to any maintenance work necessary to the vehicle crossing, undertaken by the Council, for a period of 24 months following certification if using their own contractor.

We've provided this information to help you with your application process so you can make an informed choice before submitting anything to us, including all the details concerning the construction of vehicle crossings, as is reasonably practicable. If you require any further information, please contact vehiclecrossings@milton-keynes.gov.uk

Please note that we do not give out any pre-application decisions on vehicle crossings. You will need to apply for a definitive decision.

Highways Data Protection Privacy Statement

We collect and use information about you so that we can provide you with Highway services under the relevant legislation.

Full details about how we use this data and the rights you have around this can be found at www.milton-keynes.gov.uk

If you have any data protection queries, please email the Data Protection Officer at: data.protection@milton-keynes.gov.uk or call 01908 252353.