

184 License - Initial Request

Thank you for your enquiry regarding the construction of a new vehicle access. This process is in place to help people gain access from the road, across footways and verges, which are part of the highway. These procedures ensure that the safety of other road users and pedestrians is not compromised, and that damage is not caused to the road, footway or the utilities underneath. Vehicle access requests need to satisfy both planning and highway requirements before it can proceed.

Vehicle accesses are sections of pavement with a lowered kerb connecting a private driveway to the highway. Residents pay for the installation of vehicle accesses, with the work being undertaken by a private contractor of their choosing. They provide a designated area for homeowners to drive their cars legally over the footway to reach their driveway.

Section 184 Agreement

You cannot start work on your crossing until there is a Section 184 Agreement between you as the property owner and Conwy County Borough Council as the Highway Authority. The Law (Highways Act 1980) says a property owner must enter into an agreement with the Highway Authority to build or alter a vehicular access where it is next to the public highway.

Under the S184 agreement the work carried out will undergo a two year maintenance period where the applicant and their contractor will be responsible for any defects in the works until it is adopted as part of the public highway. This will be assessed in a series of inspections during this two year period

How much does it cost?

Conwy County Borough Council will not carry out the actual crossing or dropped kerb works. You will need to pay a contractor to do this work.

A list of approved contractors is available that may be able to assist you with price estimates.

There is a fee of **£482.00** to process your 184 application. This includes all administration work and inspecting the works before, during and after completion.

Will I need planning permission?

Before commencing the above process, you must check whether Planning Permission is required for the work and **this will be in addition to successfully getting a S184 agreement.**

Generally speaking planning permission will be required for all accesses to all classified roads (class A, B and C roads) and sometimes on unclassified roads, for instance if the site lies within a Conservation Area.

If planning permission is required, it is the applicant's responsibility to obtain the necessary consents and no further action will be taken by this Authority until planning permission is granted. If they say that planning permission is not required, make sure you have that decision in writing in case we require this evidence in the future. Check with the Planning Department to find out if you need planning consent for the works:

<https://www.conwy.gov.uk/en/Resident/Planning-Building-Control-and-Conservation/PlanningApplications/Pre-Application-Advice/Pre-Application-Advice.aspx>

Pre-Application Check list

If you answer yes to any of the questions below, other than Question 6, your application may not be approved and you should carefully consider whether it is worth completing the Vehicle Access application and paying the necessary fees

Activity	Yes	No	Notes
1. a) Is the access requested on a classified road? (A, B or C road) b) Are there engineering works being done within the property?			If yes to either of these questions then planning permission will be required from your local Council before you submit this form.
2. Has planning permission been refused for the access or development?			If yes, this may be because the access arrangements were below the standard required.
3. Does the proposed access serve; 2 or more dwellings, a commercial or industrial development, or is a single access that forms part of a multiple property development?			If yes then this will not be classified as a domestic vehicle access and you cannot apply through this process. You must contact: private.street.works@conwy.gov.uk
4. Is the area you propose to use for a parking space less than 5.5m long x 2.4m wide?			The minimum parking space size required is 5.5m long and the access at least 2.4m wide, this is required to prevent vehicles overhanging onto the footway. A parking space must measure at least 5.5m from the highway boundary to the property or other obstruction.
5. Is the access at or within 10m of a junction?			Access needs to avoid conflict with turning traffic at junctions; if it is nearer than 10m it may be refused.
6. Will the access consist of the standard 4 dropped kerbs and 2 transition kerbs?			A standard access is 4 dropped kerbs and 2 transition kerbs. Requests for a wider access will be considered, however may not always be granted.
7. Is the access requested at a bus stop?			The access could cause conflict with traffic and pedestrians. Bus stops may need to be re-sited at the expense of the applicant.