

Highways Management Plan

**Code of Practice Vehicle Crossings**



<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes</b>

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## 1 - Scope

This Code of Practice has been drafted with reference to Section 184 of the Highways Act 1980 which gives the county council powers, as Highway Authority, to insist on proper construction of a crossing at an acceptable location, to authorise developers to execute construction of vehicle crossings in accordance with approved plans and also, following an application, to approve the location and design of vehicle crossings to be constructed at the applicant's expense. The Highway Authority also has powers to take action should an unacceptable crossing affect the highway.

This Code of Practice covers the provision of vehicle crossings at residential properties and the construction of vehicle crossings associated with developments.

Crossing points associated with developments are dealt with in Section 5 of this code.

## 2 – Introduction

The County Council encourages all occupiers of residential premises, wherever possible, to garage or park their vehicles off the road. Where they need to cross a kerb, verge or footway in a motor vehicle to reach their property, at an acceptable location, the crossing point, also referred to as a 'vehicular crossing' or 'dropped kerb', must have been approved by the County Council as local Highway Authority.

Failure to use an approved crossing point to access property across a kerb, verge or footway in a motor vehicle:

- may be an offence
- May be a source of danger to others using the highway
- May damage the footway surface, verges or kerbstones
- may result in claims for personal loss or injury
- could result in considerable damage to utility apparatus
- results in increased maintenance costs arising from damage

Where an approved crossing point doesn't exist and one is requested by a resident within the adopted highway, and this is not linked to a development, the county council, may on a rechargeable basis construct and then maintain the crossing point in the future. The county council may also construct crossings in connection with a development following a Notice or the developer may construct in accordance with approved plans

Construction will usually involve:

- lowering of the kerbs at the edge of the road to allow access to the property or driveway
- strengthening the crossing from the property boundary to the edge of the road
- when required, moving and/or protecting items such as street light columns, railings and bollards that will interfere with the works

If there is any equipment such as pipes or cables belonging to public utilities located underneath the crossing which will interfere with the crossing works these can only be moved by the relevant utility who will recharge the resident direct for the cost of such works.

Where residents use, or permit a motor vehicle to cross a verge or kerbed footway without an approved crossing point, the county council will take appropriate steps. If the location is acceptable such actions may include:

- the serving of a Notice setting out proposals to construct a vehicle crossing over the footway or verge on a rechargeable basis,
- Imposing conditions on the use of a footway or verge as a crossing.

Where there is an approved crossing at an unacceptable location the appropriate steps may include;

- Prosecution
- imposing of conditions on the use of verge or footway
- requirement to fill in excavation
- removal of deposit of material

This Code of Practice (CoP) therefore sets out:

- the main factors residents and developers need to consider before applying for an approved crossing , proceeding with a development where such crossings are needed or continuing to use an unauthorised crossing
- the main factors the county council need to consider before approving or imposing conditions of use
- procedures residents need to follow when applying for an approved crossing point
- the steps the county council will take to stop the use of unauthorised crossings
- the steps the county council will take to recover the cost of formalising a crossing point following service of a Notice
- the conditions of use which may be imposed instead of constructing a crossing

### **Aims and Objectives**

The aims and objectives of this CoP are to:

- reduce the number of unauthorised crossing points in Lancashire and create a more equitable situation for all
- set out the steps the county council will take against unauthorised crossings
- limit the amount of pavement damage caused by vehicles using unauthorised vehicle crossing points across Lancashire
- reduce the cost to the taxpayer of funding associated repairs
- control who is allowed to construct a vehicle crossing
- make sure all future crossings are built to the correct specification or altered correctly

### **3 - New Vehicle Crossings Requested**

All newly authorised vehicle crossings following a request are managed and constructed by the county council in collaboration with approved contractors. We ensure the use of appropriate materials and workmanship, the safety of any walking surfaces and the protection of pipes and cables under the footway from damage.

#### **Cost**

The cost of the works depends on how many kerbs need to be adjusted and how wide and long the crossing needs to be to protect all the footway. Applicants, should in the first instance be directed to our web page and asked to use our '[online quotation](#)' which estimates how much the crossing will cost.

In addition, there may be additional costs if we need to move a lighting column or other item of street furniture. Whilst the county council will move a lighting column etc., if at all possible, but the applicant will need to pay direct to the local electricity company their costs for disconnecting and reconnecting the power supply. Costs may vary for different addresses in the same road depending on site-specific factors for each address.

Applicants need to provide full payment in advance before the commencement of works. In line with the county councils 'Tree Safety Management Guidance' we will not remove trees to enable residents to install a crossing point unless the tree poses a danger to highway users.

#### **How long the work will take?**

It will take us six to eight weeks to start, as we need to programme this work into our existing schedules of work around the area. Once we start it should typically take two days – one day to prepare the footway and one day to lay the tarmac. Sites with complications such as street lighting columns to move may take longer.

#### **Planning Permission**

The construction of vehicle crossings may require planning permission which may be required if the access:

- is from an A, B or C classified road (consult [www.mario.lancashire.gov.uk](http://www.mario.lancashire.gov.uk) to see this information) or
- is connected to works inside the site that will need planning permission, such as paving over a former garden area, building a new house or garage, or changing the use or purpose of the property

As this list is not exhaustive it is the owner's responsibility to ensure that all appropriate planning permissions have been sought and that these have been given prior to the submission of an application for the construction of a vehicle crossing. Owners are asked to contact their [district council](#) planning section with the address where the vehicle crossing

will be constructed and request written confirmation of whether planning permission is required or not. We will require this confirmation as proof before work commences.

### **Main Criteria considered by the Highway Authority**

There may be trees at the proposed location . The County Council will not remove healthy trees in order to accommodate a vehicle crossing. Sufficient clearance should be allowed to ensure that construction does not damage the tree roots or affect the long term health of the tree. Residents are advised that, as a general rule, a vehicle crossing facility should be approximately 2.5m from the tree trunk.

Street lighting columns and associated street furniture are very costly to move and, if moving them is possible, the resident would be expected to pay the utility company direct for the cost of diverting electricity cables etc.

When considering applications for vehicle crossings we need to be mindful of the effect that accessing and egressing premises has of the safe passage of vehicular traffic in the highway and also the effect this will have, as far as practical, on the passage of vehicular traffic in the highway. Local precedence is not a factor in considering whether an application should be granted or refused.

Many existing vehicle crossings were approved when traffic conditions were significantly different than today and policies and assessment criteria may have change to reflect this. The circumstances of each application are considered on its own merits and therefore applicants are advised to seek advice at an early stage in the application process in order to avoid potentially abortive work and unnecessary costs for the applicant and the county council. We may refuse applications for a vehicular crossing if:

- the property is on a bend or at a road junction,
- the property is close to traffic signals,
- a highway tree needs removing to install the crossing point,
- there is a steep slope between the property and the road,
- the property is within the zig-zag markings of a pelican or other controlled pedestrian crossing,
- the property is immediately adjacent to a pedestrian refuge or traffic island which would prevent a vehicle turning in excess of 90 degrees in a single movement,
- the property is close to a bus stop where use of a crossing could conflict with passengers waiting or make it difficult for disabled passengers to board or alight a bus,
- there is inadequate forward visibility for other drivers, pedestrians and users of the proposed access, given the speed of traffic using the road
- there is less than 4.8 metres clearance between the property boundary and the nearest part of the building



It is important that the finished level of driveways leave enough fall from the end of the drive to the kerb. A 1:40 fall would be adequate. Drainage on the resident's property at the point of meeting the highway may be needed to prevent surface water from running onto the highway.

The construction of a vehicle crossing does not give the occupier of the premises any particular rights, except to drive across the footway or verge to gain access to their property. The vehicle crossing itself is part of the public highway.

From the date that the council constructs the completed crossing, we will assume responsibility for its maintenance at no cost to the occupier but issues such as damage by exceptional traffic may still be an issue.

An off road driveway has to be constructed and remain with a minimum of 4.8 metres clearance between the property boundary and the nearest part of the building (e.g. bay window) to accommodate a private or light goods vehicle wholly within the drive. We are unable to consider applications for a vehicle crossing unless the length of the drive, as measured above, is minimally 4.8 metres. If, after contacting the county council, residents wish to proceed with a driveway, this should be completed before they formally request the vehicle crossing so as to avoid any wagons driving over the newly constructed crossing.

Gates or any other structure on resident's property across the vehicle entrance may under no circumstances open outwards onto any highway in particular across a verge, footway or carriageway (Highways Act 1980 – section 153).

Any land between the residents property and the highway, may require the resident to obtain a Legal Land Easement off the owner of said land if the dropped kerb crosses that land. Land Title, Rights of Way or Ownership issues may also have to be considered. If in any doubt about land ownership matters residents are advised to consult their solicitor to clarify the above. The county council will not be held responsible in full or part for any land or ownership issues or claims or demands in respect of trespass or property contraventions on land off highway extent before or after installation. The occupier takes full responsibility for the instruction given to install an approved crossing point.

In determining the application the county council may:

- Approve the application as submitted
- Approve the application with certain conditions
- Propose alternative arrangements
- Refuse the application

## **4 – Conditions of Use of a verge or footway as a vehicular crossing at locations which are prima facie acceptable for a vehicle crossing**

Although parking is generally permitted on a vehicular highway, except where there are restrictions or where a specific offence has been committed, the driving of vehicles onto verges or footways (regardless of construction) to either park or access residential property where no authorised crossing point exists is regarded as a criminal offence.

Parking on verges and footways causes an obstruction to pedestrians and particular difficulties for blind and partially-sighted people, wheelchair and mobility scooter users and those with pushchairs and prams. We will work with the police where vehicles are being driven onto the footway or verge and this is causing a nuisance and/or damage.

However, where a verge area or footway could be used as a vehicle crossing (not parking), rather than construct one, the county council may by Notice issue conditions for such use. This option will only be considered where the verge area or footway area is already known to be constructed to a sufficient standard to take private mechanically propelled vehicles or light goods vehicles across from the carriageway to a residential premise.

Where the County Council issues such a Notice it will impose a number of conditions that govern the use of the footway or verge in this manner. Such conditions are likely to be site specific and may include, but not confined to:

- Not to use anything other than private car or light goods vehicle
- To use only the area shown on plan attached
- Not to use for parking
- To notify the county council if damage to surface is apparent
- To stop use if damage becomes apparent

Where the footway or verge is permitted to be used in this manner, some minor works may still need to be undertaken before the footway/verge can be used as an authorised crossing point. Where such works are required the owner/occupier is required to provide full payment in advance of such works being carried out. Until such payment is received and minor works carried out, the use of the footway/verge to take private mechanically propelled vehicles or light goods vehicles across from the carriageway to the residential premises will be considered to be unauthorised use.

## **5 - Crossings Considered Necessary at a Development**

There may an occasion where it is necessary, in order to comply with planning permission, for a developer, owner or occupier to create new or amend an existing vehicle crossing in order that they can gain safe access to a site or property they are developing or crossings are required within the site to provide access to or from the carriageway of the highway. Sometimes the county council will have made representations at the time of planning approval being sought and sometimes not. Sometimes the planning application will be in respect of several dwellings and sometimes only in respect of the vehicle crossing itself. S184 provides for the Developer to request a crossing but also provides that, if there is no request, the Highway Authority may serve a Notice under s184(3) and seek to execute the works to construct or alter the crossing(s) as specified in the Notice

If a developer does not request a crossing and has received a S184(3) Notice the developer may opt to execute the construction of crossings in accordance with approved plans rather than the Highway Authority do the works

The first or possibly only crossing at the development may be on existing verge and footway to achieve site access or accesses and S184 procedures are appropriate for this especially where there is not an agreement being entered into under S278 as there are no further off site highway works required. The S184 procedures may be appropriate if a vehicle crossing needs to be constructed in advance of the main works on the existing Highway which are to be carried out under a Section 278 Highways Act Agreement.

The s184(3) Notice and any approved plans may also include provision for additional minor improvement works such as relaying a short length of kerbing either side of a new access, re-positioning of or additional road gully or street light, or even acceleration or deceleration lanes.

The types of crossing at site access points suitable for large construction vehicles may require a higher specification than domestic vehicle crossings over a footway or verge (either kerbed or unkerbed) but the procedure can also apply to the domestic crossings within the development.

Ideally, the developer, owner or occupier will arrange with the county council and request the vehicle crossing to be constructed or altered as set out in the planning permission prior to development works commencing.

However where the County Council considers a vehicle crossing to be necessary and the developer, owner or occupier has not arranged this, or the vehicle crossing they have provided is not to the required standard or at an unacceptable location, the Notice outlined above may be served. After a period of 28 days, to allow for objections, the county council will execute all necessary works, for the construction of a new crossing point or alteration of

an existing crossing. Such works may also include changes associated with acceleration and/or deceleration lanes if required.

Where the County Council has had to intervene and construct a vehicular crossing we will seek to recover our costs for this work from the developer, owner or occupier using whatever means are considered appropriate, as advised by the legal team. In carrying out these works, the county council may additionally incur costs in respect of undertaker's apparatus and these costs will be included in costs to be recovered.

Action taken to recover our costs typically may include taking court action against developer, owner or occupier or attaching a land charge against those properties to which the vehicle crossing relates as this would allow the county council to recover its costs, plus interest, when the properties are subsequently sold.

## 6 - Unauthorised Vehicle Crossings

A crossing is deemed to be unauthorised where it is:

- Not constructed ( driving over existing verge or footway) albeit at a location prima facie acceptable
- Not constructed (existing verge and footway being driven over) at unacceptable location
- Constructed, but of insufficient length or width or not of appropriate standard although at a location prima facie acceptable
- Constructed in some way at unacceptable location
- 
- Use of verge or footway contrary to conditions

We will seek to take one or more of the following actions:

- Contact owner/occupier and ask them to formalise a crossing;
- Contact owner/occupiers and ask them to stop crossing the footway and/or verge with a vehicle,
- Contact owner/occupiers and ask them to remove gates or structures opening out onto highway contrary Section 153 of the Highways Act 1980,
- Serve a Notice and proceed to construct a crossing and recharge for this service. ,
- Where owner/occupiers refuse to pay for any crossing we will construct one following the issue of a Notice, we will seek recovery of costs through legal action.
- Impose conditions restricting the use of a footway/verge as a crossing.
- Require excavations to be filled in or removal of building materials from the highway

When the County Council becomes aware that an unauthorised vehicle crossing is in use, we will contact the owner/occupier of the property and advise them that they are committing an offence in using their vehicle on footway and verge.

The procedures below set out the steps the county council may take to stop the owner/occupier of the property from using an unauthorised vehicle crossing or request that they apply for the crossing to be formalised or construct one following a notice. These steps demonstrate that the county council has:

- formally engaged with relevant owner/occupiers over a reasonable period of time to resolve the use of an unauthorised vehicle crossing,
- followed the correct procedures with regards the issuing of Notices,
- acted reasonably and consistently across Lancashire,

**6A - Procedure to seek to stop use of unauthorised crossing at a location which would be prima facie acceptable for a vehicle crossing**

- Once we become aware of an unauthorised vehicle crossing we shall contact the owner and occupier of the property and ask them to either apply to Lancashire County Council to formalise the crossing or with immediate effect, cease running their vehicle(s) over the footway/verge. Attached at Appendix 1 is a copy of the letter and the 'Vehicle Crossing Fact Sheet' that should be sent to the owner/resident in the first instance.
  - If a response is still not received we will evaluate whether a properly constructed crossing is acceptable at that location (as we appear unlikely to be receiving an application to trigger such an evaluation).
  - We will write to the owner/occupier of the property to advise them that the county council has powers to issue a Notice in accordance with Section 184 of the Highways Act 1980. A letter and attachments, similar to those at Appendix 2 will be sent which:
    - set out the cost of installing the vehicle crossing,
    - requests that with immediate effect the owner/occupier ceases running their vehicle over the footway/verge,
    - advises that we are considering a serving of a notice under S184
    - advises owner/occupier of the property that once the Notice has been served and crossing constructed the council will take steps to recover the expenses reasonably incurred by them to install the vehicle crossing
  - If a response is still not received after a reasonable time the county council's Legal Services will be asked to prepare and serve a Notice on the owner/occupier in accordance with Section 184 of the Highways Act 1980.
  - If Legal Services request that the Notice should be hand delivered to the owner/occupier this shall be done and photographic evidence taken that this letter has been posted through their letter box.
  - Objection may be made to the Notice and the disputed Notice is submitted to the Secretary of State for confirmation.
  - The Notice becomes effective 28 days after service or on confirmation by the Secretary of State if objection is made.
  - After approximately 28 days the county council will write again to the owner/occupier using a letter similar to that at Appendix 3, advising that works will now be carried out.
  - Once works have been carried out to formalise the vehicle crossing an invoice for this work should be sent to the owner/occupier. An example of the covering letter to be sent is attached at Appendix 4.
  - Should the owner/occupier fail to pay this invoice, then the County Council will take the necessary steps to recover this outstanding debt and legal services will be instructed.
-

## **6B - Procedure to seek to stop use of unauthorised crossing at a location which is unacceptable for a vehicle crossing**

This Code of Practice has already set out some of the reasons why for the installation of a vehicle crossing may be declined.

A decision will be made as to the unacceptable location of the crossing

Where the County Council becomes aware that an unauthorised vehicle crossing point is being used, at a location that is considered to be unacceptable, for whatever reason, we will write to the owner and occupier and ask that they stop using this crossing point outlining the reasons behind this decision. If the owner/occupier continues to use an unauthorised crossing that is in an unacceptable location for a crossing we will serve a Notice on them to request that they stop using the crossing immediately.

Thereafter various steps may be taken should the crossing not be removed or abandoned

Where the unauthorised crossing has been somehow created with materials on the highway or excavation in the highway, we shall take advice from colleagues in Legal services who may advise that we require that the excavations be filled in under S171 Highways act and/or give notice under s149 that material deposited on the highway be removed forthwith. Other enforcement procedures may be advised. We will advise the owner/occupier of our intention to recover the cost of filling in excavation or removing materials in default.

Where use of the unauthorised crossing continues in contravention of the specified condition in the Notice, Legal Services shall be instructed to commence proceedings

That the highway authority will inspect and if it appears that expenses will be incurred in maintenance of the highway width by reason of the excessive weight on the unauthorised crossing the authority may recover the excess expenses under S59 highways act

Use of unauthorised crossings is contrary to the use of footways and verges and legal procedures are provided for enforcement. It is important therefore that copies of all correspondence between the county council and the owner/occupier are kept as this is evidence to demonstrate that we have acted fairly and consistently

## **7 - Non Payment of Amounts Due**

When requesting a vehicular crossing, residents need to provide full payment in advance, as works will not commence until payment has been received.

Where an unauthorised vehicle crossing has been detected, at a location which would be prima facie acceptable for a vehicle crossing, the County Council will contact the owner/occupier and ask them to either formalise a crossing and/or ask them to stop crossing the footway and/or verge with a vehicle.

If the owner/occupier continues to use an unauthorised crossing at a location which would be prima facie acceptable for a vehicle crossing, and the county council issues a Notice (see Section 6 above) an invoice will have been issued re the costs incurred. If the owner/occupier fails to pay for the cost of these works, the county council will take the necessary steps to recover all outstanding monies. Where the owner/occupier fails to pay for the cost of repairing damage to the verge/footway associated with the use of an unauthorised crossing point the County Council will seek recompense as appropriate.

Where the County Council installs a vehicle crossing point in relation to a development because the developer, owner or occupier has failed to provide an acceptable one, the council will take appropriate action to recover its costs. Such action may include court action or attaching Land Charges to appropriate property.

S305 Highways Act 1980 may apply to recovery of costs incurred under S184

## **8 - Contacts Details**

Highways Customer Service Centre,  
Lancashire County Council,  
Preston,  
PR1 8RD  
Tel: 0300 123 6780

Email: [highways@lancashire.gov.uk](mailto:highways@lancashire.gov.uk)



**Appendix 1**

Phone: (01772) 53Tel No  
Fax: (01772) 53Fax No  
Email: email address@lancashire.gov.uk  
Your ref:  
Our ref:  
Date:

Dear

**HIGHWAYS ACT 1980 SECTION 184  
VEHICLES CROSSING OVER FOOTWAYS AND VERGES**

As the Highway Authority for Lancashire, Lancashire County Council is responsible for maintaining the roads (carriageways) and pavements (footways) and verges of public highways and for keeping them safe to use.

Public highways are inspected regularly with any imminent danger to road users or pedestrians dealt with promptly. During that regular inspection it was noted that vehicular access to your property occurs across kerbed footway and/or verge without an appropriate authorised crossing and appropriate reinforcement construction of this section of the footway/verge. Where vehicles are being driven over a footway, the County Council is will evaluate if the location is appropriate and if so seek under Section 184 of the Highways Act 1980, to ensure an adequate crossing is constructed.

Please find enclosed a fact sheet explaining vehicular crossings in more detail and services that Lancashire County Council can provide I must insist that you cease to run your vehicle over the footway forthwith.

If you wish to discuss the matter and request an authorised crossing please ask for [insert contact details]. We look forward to hearing from you.

Yours faithfully

Name  
Job Title

Enc.



## Vehicular Crossing Fact Sheet

### **Why do I need a Vehicular Crossing (sometimes referred to as a dropped kerb)?**

Driving a vehicle across a verge or footway to reach your property is an offence unless a properly constructed vehicle access exists and the location is assessed as acceptable. It can also cause damage to the verge or footway.

### **How do I apply for a Vehicular Crossing?**

If you require vehicular access to your property, then you should make an application to Lancashire County Council via the following website address:-

<https://lccsecure.lancashire.gov.uk/online/services/dropkerbs/terms.asp?cType=>

After the receipt of your application one of our highway officers will visit the location to assess the suitability of the location and determine what works need to be carried out to create a vehicular crossing.

We will then contact you again to advise if your application for a vehicle crossing has been approved. We will then send you an invoice which must be paid before works can commence on site.

### **How much will it cost?**

The cost of the crossing will vary, depending on how wide the footway is and whether any manholes, street lights etc. need to be altered. However one of our Highway Officers will visit the location and issue a quotation specific for the works needed.

### **Will I need planning permission?**

It is your responsibility to determine if planning permission is required for any proposed works within your property prior to applying for a vehicular crossing. This includes carrying out any surfacing to driveways. Planning permission will be required if you live on a classified road (A, B or C road).

### **What will happen if I continue to drive over the pavement without a properly constructed crossing?**

The Council is legally required to ensure that an adequate crossing is constructed. If a householder persists in crossing a pavement at a place which would be acceptable for a vehicular crossing, then the Highway Authority may give notice that they propose to construct a suitable crossing and recover expenses of that construction. The Highway Authority is also permitted to recover all additional expenses from you that are reasonably incurred.

If instead the location is not acceptable for a vehicle crossing the Highway Authority may take enforcement action in connection with the use of the footway and verge by a vehicle

**Can I contact someone for general advice regarding any part of the process?**

If you have any queries please do not hesitate to contact us on 0300 123 6780 or [highways@lancashire.gov.uk](mailto:highways@lancashire.gov.uk)

**Appendix 2**

Phone: (01772) 53Tel No  
Fax: (01772) 53Fax No  
Email: email address@lancashire.gov.uk  
Your ref:  
Our ref:  
Date:

Dear

**HIGHWAYS ACT 1980 SECTION 184 (1) AND (7)  
LETTER 2 – VEHICLES CROSSING OVER FOOTWAYS AND VERGES**

We wrote to you on [insert date] regarding your use of the footway [and verge on xxxxx highway name] During a routine inspection you have been observed continuing to cross the footway [and verge] without a properly constructed vehicle crossing.

Please find enclosed a further copy of our fact sheet explaining vehicular crossings in more detail and a copy of our fact sheet relating to making an application detailing the services that Lancashire County Council can provide. I must insist that you cease to run your vehicle over the footway forthwith. For you information I have enclosed a copy of letter one sent to you dated [insert date].

We look forward to hearing from you at your earliest opportunity.

Yours faithfully

Name  
Job Title

Enc.



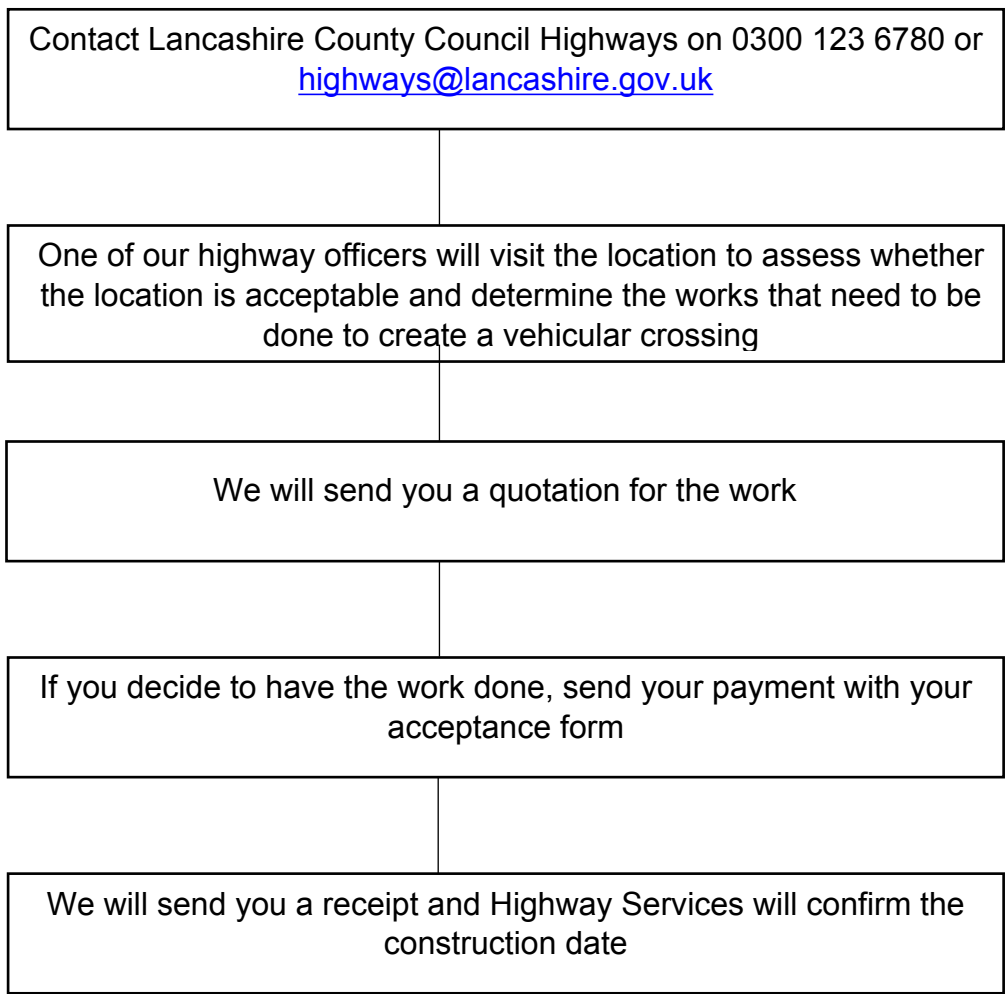
**Vehicular Crossing Fact Sheet-  
Making an Application**

**Why do I need a Vehicular Crossing (sometimes referred to as a dropped kerb)?**

Driving a vehicle across a verge or footway to reach your property is an offence unless a properly constructed vehicle access exists. It can also cause damage to the verge or footway.

**How do I apply for a Vehicular Crossing?**

If you require vehicular access to your property, then you should make an application to Lancashire County Council for a 'vehicular crossing' to be constructed. The general process is as follows:



**Can I contact someone for general advice regarding any part of the process?**

If you have any queries please do not hesitate to contact us on 0300 123 6780 or [highways@lancashire.gov.uk](mailto:highways@lancashire.gov.uk)

**Appendix 3**

Phone: (01772) 53Tel No  
Fax: (01772) 53Fax No  
Email: email address@lancashire.gov.uk  
Your ref:  
Our ref:  
Date:

HAND DELIVERED

Dear Sir/Madam

**HIGHWAYS ACT 1980 – SECTION 184**  
**Notice to Construct Vehicular Crossing**  
Land at [insert location]

I refer to the letter and Notice served on you on the [insert date]. [As discussed with you on [insert date], Lancashire County Council as the Highway Authority does now legally have the power to go ahead with the work and then re-charge the costs. Arrangements have been made to carry out these works and work to construct the vehicle crossing outside your property will commence on [insert date]. We will endeavour to provide you with access to your property during the works and anticipate completion within 2 days unless a problem is encountered during the work.

Upon completion an invoice will be raised for the amount of [insert amount] and delivered to you for payment.

If you wish to discuss this matter further you can call me on [insert number].

Yours

Name  
Job Title

**Appendix 4**

Phone: (01772) 53Tel No  
Fax: (01772) 53Fax No  
Email: email address@lancashire.gov.uk  
Your ref:  
Our ref:  
Date:

Dear [insert name]

**HIGHWAYS ACT 1980 – SECTION 184**  
**Notice to Construct Vehicular Crossing**  
Land at [insert location]

I refer to the Notice and other communications in this matter

The required work is now complete and I enclose an invoice for the sum of [insert amount].  
If you wish to set up a payment plan you should contact [insert name] on [insert number] to  
make the necessary arrangements.

Yours

Name  
Job Title

Enc.