Dropped kerb application checklist

This template is general information, not legal advice. Councils' requirements differ: check your own council's dropped kerb page and application form before you send anything, and change the wording to fit your situation.

Property: [address] Council (highway authority): [council name] Council reference: [if any]

Before you apply

- ■ Found my highway authority (the council that looks after the road, which in two-tier areas is the county council)
- ■ Read the council's dropped kerb criteria (minimum parking space size, distance from junctions, trees, lamp posts and so on)
- ■ Checked whether my road is classified (A, B or C) and whether I'm in a conservation area, a listed building or a flat
- ■ Asked the local planning authority whether planning permission is needed, and got it first if so
- ■ If I rent or lease: got written permission from the landlord or freeholder

Documents councils commonly ask for (check which yours needs)

- ■ Completed application form and fee: [amount from the council's page]
- ■ Sketch plan or site plan with measurements (see our site plan template)
- ■ Photographs of the frontage (some councils ask for them, others say they're optional)
- ■ Copy of any planning permission, including approved drawings
- ■ Written consent from the property owner, if that isn't me
- ■ If the council lets you use your own contractor: their public liability insurance certificate and street works (NRSWA or SVQ) accreditation cards
- ■ Anything specific to my council: [e.g. Blue Badge evidence, proof of address]

After approval

- ■ Kept the approval letter and noted when it expires: [date]
- ■ Contractor (if I'm choosing one) meets the council's requirements and has booked the road space or permit
- ■ Driveway / parking area finished to the council's rules (e.g. drainage, surfacing)
- ■ Final inspection or sign-off received and filed with my property papers

Notes

[Dates, phone calls, names of council officers, reference numbers]