Landlord or freeholder permission letter for a dropped kerb

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.

[Your name]
[Your address]
[Postcode]
[Email / phone]

[Date]

[Landlord's or freeholder's name]
[Their address]

Request for written permission to apply for a dropped kerb (vehicle crossing) at [property address]

Dear [name],

I would like to apply to [council name], the highway authority, for a dropped kerb (vehicle crossing) so that a vehicle can be driven across the pavement onto the property at [property address]. The council needs written permission from the property owner before it will accept or process my application.

The work would involve:

- lowering the kerb and strengthening the pavement outside the property (on the public highway, carried out to the council's specification by [the council / a contractor the council accepts]);
- [creating / using] a parking area of about [length] by [width] at the front of the property, surfaced in [material, e.g. permeable paving];
- [any change to a wall, fence, gate, hedge or garden, or 'no change to walls or fences'];
- [who pays: e.g. 'I will pay all council fees and building costs'] and [any planning permission needed, which I will apply for if required].

I would be grateful if you could sign the consent below, or send me your own letter confirming the same, so I can include it with my application.

Yours sincerely,
[Your name]

Owner's consent

I, [owner's full name], am the [freeholder / landlord / managing agent acting for the owner] of [property address]. I give permission for [tenant's or leaseholder's name] to apply to [council name] for a dropped kerb (vehicle crossing) and the associated parking area described above.

[Any conditions, e.g. 'subject to the work being done by an insured contractor' or 'none']

Signed: _____ Name: _____
Capacity (owner / landlord / agent): _____ Date: _____
Contact details: _____