Letter asking the council whether planning permission is needed 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]

Planning department
[Local planning authority name, usually your district, borough, city or unitary council]
[Address or email from the council's website]

Do I need planning permission for a dropped kerb at [property address]?

Dear Sir or Madam,

I'm planning to apply to [highway authority name] for a dropped kerb (vehicle crossing) at the address above, and the highway authority says I should check with you first whether planning permission is needed. Please could you tell me whether my proposal needs planning permission, or whether it is permitted development.

Details of the property and proposal:

- Road: [road name]. Classification, if known: [A / B / C / unclassified / don't know].
- Property type: [house / flat or maisonette / commercial / other].
- Listed building: [yes / no / don't know]. Conservation area: [yes / no / don't know].
- Any planning conditions removing permitted development rights that I'm aware of: [yes / no / don't know].
- The crossing would cross: [pavement only / pavement and grass verge / other land, owner: ...].
- Associated works: [new hardstanding of about ... square metres, surface ... (permeable / not), changes to walls, gates or fences ...].

I've attached [a sketch plan / photographs]. If you'd prefer me to apply for a Lawful Development Certificate to confirm this formally, please let me know the fee and how to apply.

Yours faithfully,
[Your name]