Letter asking the council to reconsider a refused dropped kerb application

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]

[Highway authority name], [team named on your refusal letter]
[Address or email from the refusal letter or council website]

Request for review of refused dropped kerb application: reference [reference number]

Dear [name or Sir or Madam],

On [date of decision] you refused my application for a dropped kerb (vehicle crossing) at [property address], reference [reference]. The reason given was: "[copy the reason from the letter]".

I would like to ask you to review this decision [under your appeal / review procedure, if the council has one]. I believe the decision should be looked at again because:

- [e.g. a measurement in the assessment is wrong: the parking area is [length] by [width], measured on [date], see attached photographs and plan]
- [e.g. the obstruction cited has since been removed or can be moved at my cost, if the council agrees]
- [e.g. the criteria quoted do not appear to apply to my property because ...]
- [any change you're willing to make, e.g. a narrower crossing, different position, permeable surface]

I enclose: [list: photos, plan, measurements, planning decision, landlord consent].

Please let me know whether a review is possible, how long it will take, and whether any fee applies to a fresh or amended application. If the decision stands, I'd be grateful for a written explanation of what, if anything, would make an application acceptable.

Yours sincerely,
[Your name]