Dropped kerb site plan template and how-to guide

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.

Most councils that ask for a plan want a simple, clear sketch, not an architect's drawing. Essex Highways, for example, asks for 'a sketch plan including measurements'. Draw yours on the grid on page 2, in pencil first.

What to draw

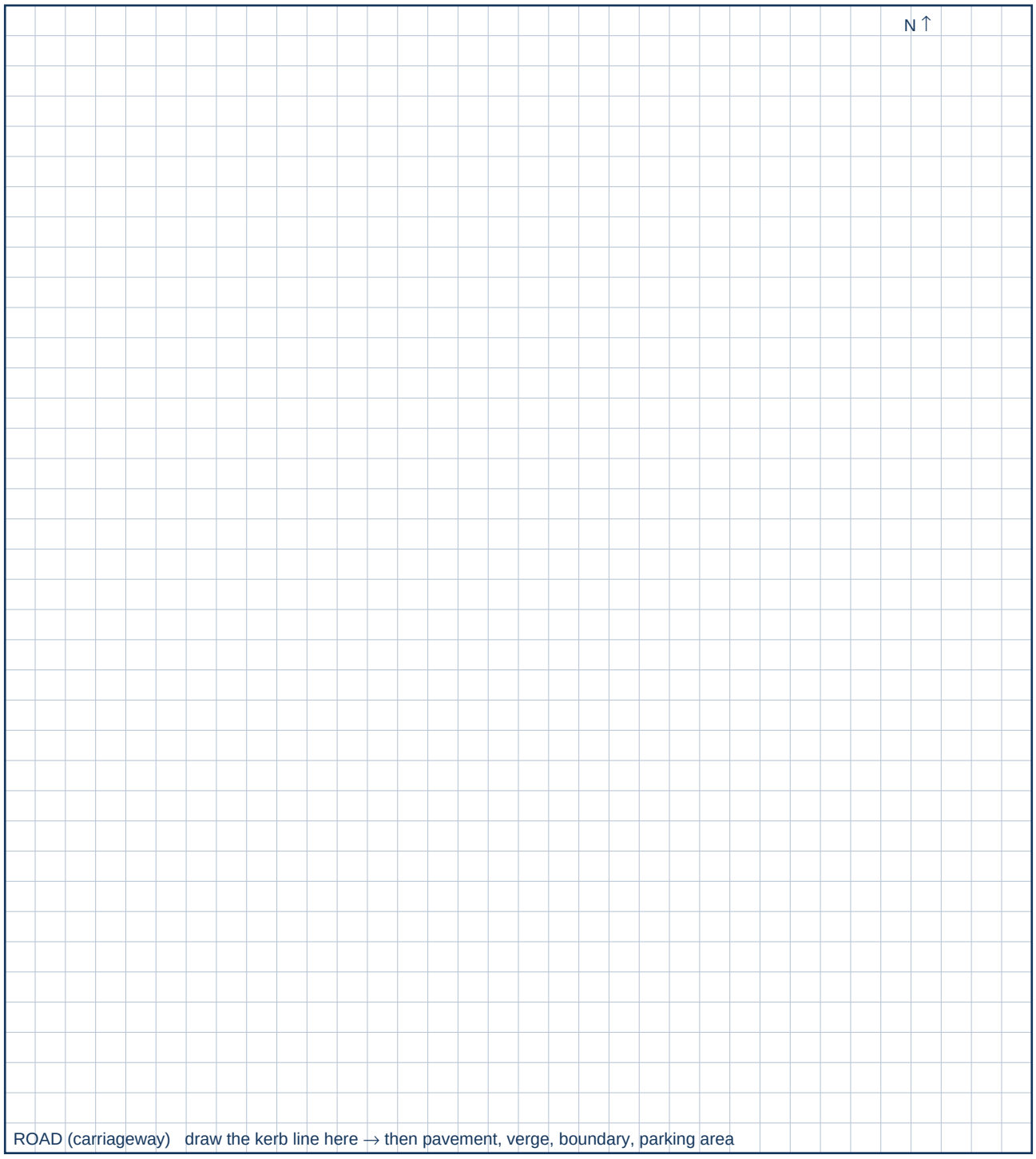
- Your property boundary (front wall, fence, hedge or gate) and the house front.
- The pavement (footway) and any grass verge between your boundary and the road, and the kerb line.
- The proposed dropped kerb: where it starts and ends along the kerb.
- The parking area on your land, with its depth (from the house or any obstruction to the back of the pavement) and width.
- Anything near the proposed crossing: trees, lamp posts, signs, drains or gullies, utility covers and boxes, bus stops, parking bays or yellow lines, and your neighbours' dropped kerbs.
- A north arrow, the road name and your house number.

Measurements to write on the plan

- A: depth of the parking area, measured at right angles to the pavement: [ ] m
- B: width of the parking area: [ ] m
- C: width of dropped kerb you're asking for: [ ] m (check your council's maximum and how it counts kerb stones)
- D: width of pavement (footway) from boundary to kerb: [ ] m, and verge if any: [ ] m
- E: distance from the edge of the proposed crossing to each obstruction (tree, lamp post, drain, cover, box): [ ] m
- F: distance to the nearest road junction, if close: [ ] m

Use a long tape measure and take photos of the frontage with the tape in view; some councils ask for or accept photographs. Check your own council's minimum parking-space size and crossing rules before you apply: they differ from council to council.

Site plan grid (1 square = [ ] m)



Road: [name] House number: [ ] A depth: [ ] m B width: [ ] m C dropped kerb: [ ] m D footway: [ ] m (verge [ ] m) E to obstructions: [ ] m F to junction: [ ] m

Key (draw these symbols): T = tree L = lamp post S = sign G = drain or gully U = utility cover or box D = neighbour's dropped kerb