



## Vehicle access licence terms and conditions

Persons wishing to carry out works within the highway to construct or alter a vehicular access can only do so under licence issued by the council, the Highway Authority. This is to ensure the works are carried out safely and to the correct standard.

Persons who carry out works within the highway, without such a licence, or who choose to drive over the verge/footway without the benefit of a properly constructed access, may be liable to action by the Highway Authority under the Highways Act 1980.

Please note that planning permission may also be required for an access, irrespective of the issue of this licence. Equally, a licence is required before access works already granted planning permission can commence. For further advice regarding the need for planning permission contact the planning department.

If a licence is granted to you this will be subject to a number of conditions. Standard conditions are attached for your information. Additional site specific conditions may be attached if deemed necessary.

Once the works have commenced a representative of the Area Office will make a site inspection to ensure compliance with the licence.

The works will be subject to a 12 month warranty period, during which time you will remain responsible for rectifying any defects which appear. You will be required to notify the Area Office once the works have been completed by returning form V3, issued with the licence. Inspections will be made throughout the Warranty Period, and if the works are unsatisfactory, you will be notified in writing.

The council will only permit suitable contractors to carry out the works within the highway. A list of suitable contractors is enclosed with this application pack and you are asked to select one of these to carry out the works. If you decide to seek competitive quotations from more than one contractor you are requested to delay submitting your application until you have decided which contractor to use.

The council may allow other contractors, not included on the list; to carry out the works PROVIDED they meet certain requirements. There is a vetting procedure and this may eliminate some contractors and will, in every case, result in a delay of several weeks to the processing of your licence application.

Further advice or clarification of the procedure to obtain the licence or any aspect of constructing the access can be obtained Transport for Buckinghamshire

### **Definitions**

#### **Applicant**

Normally the owner of the property where the access is required. If the applicant is not the owner of the property this must be declared on the application form, along with the name, address and signature/approval of the owner of the property. The applicant can be an individual, a company or an organisation.

#### **Highway Authority**

Buckinghamshire Council, Walton Street Offices, Walton Street, Aylesbury

#### **Highway**

Any road, footway, footpath, cycleway, verge or any other right of way maintained by the Highway Authority at public expense.

#### Highway Boundary

This is normally the fixed boundary (fence, wall, hedge etc), which lies at the back of the footway or verge fronting your property. The Highway Authority will advise you upon the position of the highway boundary if you are in doubt.

#### Works

Construction of the vehicular access within highway limits for which the application is being made (excluding the installation of private apparatus).

#### Statutory Undertakers

The company responsible for service below or above ground (i.e. Gas, Electricity, Water, BT, Cable TV, etc).