

## **Procedure and Specification for the Construction of Vehicle Access Crossings over Footways and Verges – April 2019**

### **(1) Authorisation to work in the Highway**

Persons wishing to construct a vehicular crossing must apply to the County Council four weeks before it is required to commence work through Customer Services. Work should not commence until written authorisation has been issued. This authorisation is necessary even if planning permission has been granted for the access. The authorisation shall be valid for a period of 12 months from the date of the written authorisation. It is illegal to construct an access in certain positions without planning permission and it will be necessary for you to provide documentary proof that you have approached the District Planning Authority regarding permission and that this has either been granted or is not necessary.

In addition to notifying Customer Services, you are required to notify the Street Works Coordinator of your works. The forms to **book road space**, and the **traffic lights form**, should temporary traffic lights be required as part of the traffic management of your works, are available on our 'Highways licences & permits' web page.

In order to ensure there is no delay to your works commencing on site, please submit the forms at least six weeks before you propose to commence on site, to the Street Works Team, to the address on page 5.

### **(2) Indemnification**

The authorisation binds the person to indemnify the County Council against liabilities which may be incurred in respect of a third party during construction and until such time that the work is accepted as satisfactory by the County Council.

### **(3) Notice to Public Utilities Authorities**

At least six weeks before the construction of the crossing is to commence the applicant shall serve notices on the various Statutory Authorities whose underground plant may be affected in accordance with the requirements of the New Roads and Street Works Act 1991. Any protective works or alterations to the position or levels of manholes or other equipment required by the Statutory Authorities shall be included as part of this specification and the costs incurred charged to the person requiring the crossing.

### **(4) Special Conditions**

The representative may agree special requirements concerning the method and type of access construction to be used. When construction is carried out to the satisfaction of the representative all accesses will be maintained by the County Council. The applicant will be required to pay for the removal or resiting of any street furniture (signs, street lights etc) and the alteration of the position, or to the levels of manholes or other apparatus if this is deemed necessary.

## **(5) Inspection**

An inspection fee is required, made payable by calling 0345 045 5212. This fee will cover all of the County Council's inspection work, but a sum will be refunded if your application is not approved after an initial site visit. The representative shall be informed at least two working days before work commences and shall have the right to inspect the site when the works are in progress and after completion of the work. If any work does not conform to this Specification or is not judged to be satisfactory by the representative, then the works shall be altered or reconstructed to the representative's instruction at the applicant's expense.

## **(6) Safety Regulations**

Footways should always be kept clear of mud and other loose material and should be a suitable width for the volume of pedestrian traffic. They shall never be less than 1 metre wide and wherever possible should be at least 1.5 metres wide unless otherwise agreed with the representative.

All excavations and other obstructions on the footway must be well guarded by continuous barriers, in accordance with the Safety at Street Works and Road Works – A Code of Practice.

With the prior approval of the representative pedestrian routes may be diverted onto the carriageway. If approved the diverted footway shall be barriered off and signed as shown in the Safety at Street Works and Road Works – A Code of Practice – consideration should be given to the disabled and partially sighted.

Where a temporary footway is provided its surface must be of an adequate standard. Well compacted fine-grained material or bitumen macadam are acceptable, however unbedded flagstones or loose hardcore are not.

All signing and guarding shall be in accordance with the "Safety at Street Works and Roads Works - A Code of Practice" booklet latest edition, (ISBN-978-0-11-553145-3).

## **(7) Contractors**

It is the applicants responsibility to ensure that the crossing is constructed in accordance with this Specification. The applicant shall be financially responsible should the crossing not comply with this Specification. The contractor must employ operatives and a supervisor accredited in accordance with the requirements of the New Roads and Street Works Act 1991.

The contractor must demonstrate that they have suitable public liability insurance to cover a minimum value of £5 million.

## **(8) Materials**

All materials used in construction of the crossing shall comply in all respects with the latest British or equivalent European Standard or to the satisfaction of the representative.

## **(9) Piping of roadside ditches and watercourses**

Where an existing ditch or watercourse has to be crossed the approval of the County Council's Flood and Water Team or Internal Drainage Board must be obtained by the applicant before authorisation to work in the highway can be given. If that Authority has no specific requirements then the AMM will specify the minimum size of pipes, protective surround and invert level required. It must be borne in mind that the County Council as Highway Authority, may have rights of drainage into the ditch or watercourse and junction

pipes must be provided to accept highway water if required by the representative at the applicant's expense.

#### **(10) Drainage**

Provision shall be made to prevent surface water from the site running onto the highway, and to prevent surface water from the highway running onto the site.

#### **(11) Levels**

At the highway boundary the level of the crossing and that of the private drive or access road shall coincide. The edge of the crossing adjacent to the highway boundary shall be protected against damage by the use of concrete edging kerbs to BS EN 1340:2003 Type EF, Figure NA.3b with concrete bed and backing.

The finished level of the crossing shall correspond with the existing footway or verge and the gradient shall be at the discretion of the representative.

#### **(12) Layout and alterations to kerbing**

Where a vehicle crossing is to be provided over a kerbed footway the existing kerbs shall be taken up for the width of the crossing at the kerb line plus 900mm on either side. However, where the carriageway width is less than 4.8 metres, an additional 1.8 metres of kerbing shall be removed. The minimum and maximum width of the crossing shall be agreed by the representative prior to construction. The kerbs taken up shall be replaced by an appropriate number of 125mm x 150mm kerbs to BS EN 1340:2003 Type BN, Figure Na.1a, with concrete bed and backing to show a face of 25mm (+/- 3mm) on the carriageway side and joined to the existing kerbs at each end of the crossing with purpose made taper kerbs.

New crossings for heavy goods vehicles may have to be constructed with radius kerbs in accordance with the approved planning layout. If radius kerbs are used provision must be made for a dropped crossing within each radius. The dropped crossing should consist of 2 No 125mm x 150mm kerbs to BS EN 1340:2003 Type BN, Figure NA.1a, with concrete bed and backing to show a face of 3mm (+/- 3mm) on the carriageway side and with a purpose made taper kerb either side.

Where there are no existing kerbs and the development site is below the level of the carriageway then either:

- (a) kerbs shall be provided as above, or
- (b) the surface of the crossing shall be constructed to fall towards the carriageway for a distance of at least 1200mm, at a constant grade, in order to prevent surface water from the carriageway draining onto the site.

Where the interval between adjoining vehicular accesses is such that less than three kerbs show a full kerb face, the intervening kerbs between these crossings shall also be removed and replaced with 125mm x 150mm kerbs to BS EN 1340:2003 Type BN, to show a kerb face of 25mm (+/-3mm) on the carriageway side. The footway between the crossings in these cases shall also be constructed to the appropriate vehicular access standard.

#### **(13) Construction details – Light Vehicle crossing**

Light Vehicle crossings are suitable for cars and vans up to 1.5 tonnes unladen weight only. Any access which will habitually have vehicles above 1.5 tonnes crossing over it shall be constructed as a Heavy Vehicle Crossing, as (14) below.

The whole of the area between the higher ends of the taper kerbs, (or the adjoining vehicular accesses if required by the representative), and the highway boundary shall be dug out to a depth of at least 310mm in the case of a light vehicle crossing. The excavation shall be shaped to conform with the slopes of the taper kerbs and the cross fall shall not be less than 1 in 30. All excavated material shall be removed from the highway immediately unless otherwise agreed by the representative.

A sub-base of Type 1 granular sub-base (D.O.T. specification clause 803) or approved recycled equivalent shall be laid and thoroughly compacted with a vibratory roller to a finished thickness of 225mm for both a pedestrian crossing and for a light vehicle crossing.

Binder course to be 60mm compacted thickness of AC 14 close surf to BS EN 13108-1 and PD 6691 with 100/150 pen binder. Coarse aggregate shall be crushed rock only.

Surface course to be 25mm compacted thickness of AC 6 dense surf to BS EN 13108-1 and PD 6691 with 100/150 pen binder. The adjacent surfacing shall be trimmed to clean, vertical edges and those edges painted with a bitumen based edge sealant in accordance with BS 594987.

Surface course shall be laid and rolled to finish flush with the existing path and the replaced kerbing and as far as possible shall match the adjacent path in appearance.

#### **(14) Construction details – Heavy Vehicle crossing**

The layout of the heavy vehicle crossing shall be as agreed with the representative. The area agreed shall be dug out to a depth of 620mm below the proposed finished level.

Construction shall be as follows, all materials to be laid and compacted with a vibrating roller in layers not greater than 90mm thickness.

Sub Base 365mm compacted thickness of Type 1 granular sub-base (D.O.T. specification clause 803) laid in 3 or 4 equal layers depending upon roller size.

Base 150mm compacted thickness of AC 20 dense bin to BS EN 13108-1 and PD 6691 with 100/150 pen binder laid in two layers. Gravel may be permitted as an alternative to crushed rock providing an approved design is held by the supplier.

Binder course to be 60mm compacted thickness of hot rolled asphalt designation HRA 50/14 bin to BS EN 13108-4 and PD 6691. Coarse aggregate shall be crushed rock only.

Surface course to be 45mm compacted thickness of HRA 55/14 surf to BS EN 13108-4 and PD6691, 40/60 pen binder. Coarse aggregate shall be crushed rock only.

The depths of foundation materials specified above shall be increased at the discretion of the representative if the sub soil is found to be of low bearing capacity. In this case a separating membrane to be approved by the representative may be required beneath the sub-base.

**Alternative** – An acceptable alternative construction shall be 360mm compacted thickness of HRA 60/20 bin/base to BS EN 13108-4 and PD 6691 with 40/60 pen binder.

Coarse aggregate shall be crushed rock only. The material is to be compacted in 4 equal layers of 90mm each using a 1000 -2000kg twin drum vibrating roller.

Surface course to be 45mm compacted thickness of HRA 55/14 surf to BS EN 13108-4 and PD6691, 40/60 pen binder. Coarse aggregate shall be crushed rock only.

**(15) Flag Footways**

Where an access is to be constructed through a block paved, paved flag or a granite sett footway the paving blocks, flags or setts shall be carefully taken up and delivered to the nearest County Council Highways Depot. The detailed construction of the access shall be agreed for each individual site, by the representative before works commence on site.

**ENQUIRIES**

**Customer Services**  
PO Box 144  
St Ives  
PE27 9AU

Telephone 03450 455 212  
Email [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk)

**Street Works Team**  
D8A  
Stanton Way  
Huntingdon  
PE26 6XL

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