**Rotherham Metropolitan Borough Council**

**Community Safety & Street Scene**

**Highway Inspection & Enforcement Team**

**Riverside House, Floor 3, Wing A,**

**Main Street, Rotherham, S60 1AE**

**Telephone 01709 336003**

**Email:** [**streetworksenforcement@rotherham.gov.uk**](mailto:streetworksenforcement@rotherham.gov.uk)

Dear Sir / Madam

**Vehicle Access Crossing over the Highway - Highways Act 1980 (Section 184)**

I thank you for your recent enquiry regarding the above matter. Please would you provide the necessary information requested below and return to Rotherham Council.

Title: Mr Mrs Miss Ms Other

Name:

Address:

Post Code

Telephone Email:

Address for vehicle

access crossing:

The property is: Private owned property Council owned property

I would like: Estimate for the Council Licence to use a private contractor to carry out the works¹ to carry out the works²

¹The Council’s minimum construction fee for a standard sized crossing is £3,000.00 (Standard size is approx. 5 kerbs wide over a 1.8 metres / 6 feet wide footway).

²Should you choose an alternative contractor not on the attached list, you **must** provide:

1. Copies of the contractor’s ‘Street Works Qualification Register’ cards (Operative & Supervisor).
2. The contractors’ name, address, telephone numbers and email address.
3. Evidence of the contractors’ public liability insurance certificate to the value of five million pounds (£5,000,000).

Should you reside in a Council owned property, then a photocopy of the ‘General conditions for alterations, improvements and installations to Council properties’ form showing council approval to create a hard standing **must** be forwarded along with this completed form.

**Application Fee**

**A non-refundable application fee of £140.00 is charged** to cover the Council’s administration and site investigation costs where planning approval is not required. Please tick one of these payment **options below:**

I enclose a **cheque** payable to RMBC for £140.00 along with this form.

Please do not send cash through the post.

I wish to be **invoiced** for £140.00.

(An invoice will be sent to your address to allow you to pay by various methods. E.g. Debit / Credit card, Online, Direct Debit, BACS, Post Office, Automated Telephone Service.)

Additional Information / Chosen Contractor:

Applicant’s Signature:

**Form valid from 1 April 2025 to 31 March 2026**

Office Use: Income Code: 514050/52760