

Tel: 0300 200 1003
Web: www.surreycc.gov.uk/droppedkerb
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Mr R O'Sullivan
135 Riverview Road
Epsom
KT19 0JR

Surrey Highways
Hazel House
Merrow Lane
Guildford
Surrey
GU4 7BQ

03 September 2019

Our Ref: 1166531
Licence valid until: 3rd March 2020

Dear Sir or Madam

Re: Licence for a proposed Vehicle Crossover at your address printed above

Further to your recent application, I confirm that Surrey County Council agrees for the purposes of Sections 184 and 278 of the Highways Act 1980 to the creation of a vehicle crossover (dropped kerb) at the above property in accordance with the below conditions and specifications.

CONDITIONS:

CONTRACTOR: Please refer to the Construction Checklist

The vehicle crossover must be constructed by a contractor approved and authorised by Surrey County Council to carry out such work on the highway.

The following documents are supplied alongside this Licence:

- List of approved vehicle crossover contractors
- Construction Checklist
- Statutory utilities search ('STATS') documents

If you have not received any of these documents, please contact us on 0300 200 1003.

Continued on next page.

Choosing a quote

We recommend you obtain at least three quotes from our list of contractors. Please pass the Construction Checklist and the Statutory utilities search ('STATS') documents to the contractors from whom you would like to obtain quotes.

When you have chosen a quote, full payment must be made in advance to Surrey County Council using [our online form](#). *(If you are reading this in paper format please refer to our Licence Pack email to you or call us to request a copy of it be resent to you).*

In our role as the local highways authority we will then instruct your chosen contractor directly and oversee the construction. All works will be inspected by a Local Highways Officer, and you will receive confirmation that your vehicle crossover was constructed with authorisation by the local highways authority.

Validity of licence

You have **six (6) months** in which to appoint a contractor, and complete the construction of the crossover. Unfortunately, no extensions can be given. If we have not received notification of the start and completion of works within this period, the licence will lapse and a fresh application, with fee, will have to be made.

Please retain this letter for your records.

If you have any further queries, please do not hesitate to contact us.

Wladek Opalinski EI
Business Process Team
Surrey Highways